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1.0 Introduction The Commonwealth of Virginia maintains one of the nation's most comprehensive and advanced statewide aviation systems. To support the continuing growth and operation of this system, the Virginia Aviation Board has developed funding programs to assist sponsors of public-use airports with a variety of improvement activities ranging from planning to construction to promotions. The funding programs are: • Airport Capital Program • Facilities and Equipment Program • Voluntary Security Program • Maintenance Program • Aviation Promotion Program • Air Service Development and Enhancement Program For each of these programs, the Airport Program Manual provides information on eligible projects, state participation, and processes from project request submission to reimbursement. This manual also includes information on: • the Virginia Airports Revolving Fund managed by Virginia Resources Authority • the state's General Aviation Airport Voluntary Security Certification Program • procedures for licensing a public-use airport In addition to program information, the *Airport Program Manual* contains policies of the Virginia Aviation Board (VAB) and the administrative processes the Virginia Department of Aviation (DOAV) uses to implement policy. The manual does not address every situation or concern faced by airport sponsors. Sponsors should contact DOAV if they have questions on policies and processes not found in the manual. Airport sponsors are encouraged to use the *Airport Program Manual* to learn about the programs and their responsibilities in regard to the programs. Sponsors are also encouraged to contact the department when they have questions on the programs, policies, and processes described in the manual. All forms mentioned in the *Airport Program Manual* and the *Airport IQ: Virginia Sponsors Guide*, the resource for processes that involve the use of the Airport IQ system, are available on DOAV's website at www.doav.virginia.gov. FAA advisory circulars citations in this manual are current at the time of adoption. The advisory circular numbers may be changed by FAA and can be confirmed on FAA's website at www.faa.gov.	1.0 Introduction The Commonwealth of Virginia maintains one of the nation's most comprehensive and advanced statewide aviation systems. To support the continuing growth and operation of this system, the Virginia Aviation Board has developed funding programs to assist sponsors of public-use airports with a variety of improvement activities ranging from planning to construction to promotions. The funding programs are: • Airport Capital Program • Facilities and Equipment Program • Voluntary Security Program • Maintenance Program • Aviation Promotion Program • Air Service Development and Enhancement Program For each of these programs, the Airport Program Manual provides information on eligible projects, state participation, and processes from project request submission to reimbursement. This manual also includes information on: • the Virginia Airports Revolving Fund managed by Virginia Resources Authority • the state's General Aviation Airport Voluntary Security Certification Program • procedures for licensing a public-use airport In addition to program information, the *Airport Program Manual* contains policies of the Virginia Aviation Board (VAB) and the administrative processes the Virginia Department of Aviation (DOAV) uses to implement policy. **The manual does not address every situation faced by airport sponsors concerning project eligibility. Sponsors shall contact DOAV if they have questions on responsibilities, policies, and processes not found in the manual.** All forms mentioned in the *Airport Program Manual* and the *Airport IQ: Virginia Sponsors Guide*, the resource for processes that involve the use of the Airport IQ system, are available on DOAV's website at www.doav.virginia.gov. FAA advisory circulars citations in this manual are current at the time of adoption. The advisory circular numbers and subject matter may be changed by FAA and can be confirmed on FAA's website at www.faa.gov.
1.1 Definitions When used in this manual, the following words or terms have the meaning provided here, unless otherwise specified:	1.1 Definitions When used in this manual, the following words or terms have the meaning provided here, unless otherwise specified:
Airport Layout Plan: A scaled drawing of the existing and planned land and facilities necessary for the development and operation of an airport.	Airport Layout Plan: A scaled drawing of the existing and planned land and facilities supporting the development and operation of an airport.
Airport Sponsor/ Sponsor: An entity that is legally, financially, and otherwise able to assume and carry out the certifications, representations, warranties, assurances, covenants, and other obligations required in	Airport Sponsor / Sponsor: An entity that is legally, financially, and otherwise able to assume and carry out the certifications, representations, warranties, assurances, covenants, and other obligations required in

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this document and in the accepted master and grant agreements.	this document and in the accepted master and grant agreements.
Allocation: The authorization to expend a specific amount of state funds for an eligible project approved by DOAV. An allocation is awarded under a written notification from DOAV. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* provides the general terms and conditions under which a sponsor accepts an allocation.	Allocation: The authorization to expend a specific amount of state funds for an eligible project approved by DOAV. An allocation is awarded under a written notification from DOAV. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* provides the general terms and conditions under which a sponsor accepts an allocation.
Federally Funded Project: A project that is funded with monetary participation by one or more federal agencies, the Commonwealth of Virginia, and the sponsor.	Federally Funded Project: A project that is funded with monetary participation by one or more federal agencies, the Commonwealth of Virginia, and the sponsor.
Grant Agreement: The contract created upon the sponsor's acceptance of the terms and conditions set forth in the department's grant offer, as evidenced by the sponsor's execution of the grant offer.	Grant Agreement: The contract created upon the sponsor's acceptance of the terms and conditions set forth in the *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* and the grant offer, as evidenced by the sponsor's execution of the grant offer.
Grant Amendment: The modification of the terms and conditions of a grant agreement, the acceptance of which is evidenced by the sponsor's execution of the grant amendment.	Grant Amendment: The modification of the terms and conditions of a grant agreement, the acceptance of which is evidenced by the sponsor's execution of the grant amendment.
Grant Obligation Term: The time period specified in the grant agreement during which the terms, conditions and assurances of the grant agreement, including the *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources*, remain in effect. The grant obligation term shall begin upon the date the final payment under the grant agreement is made by the state.	Grant Obligation Term: The time period specified in the grant agreement during which the terms, conditions and assurances of the grant agreement, including the *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources*, remain in effect. The grant obligation term shall begin upon the date the final payment under the grant agreement is made by the state.
Grant Offer: The terms and conditions upon which DOAV is willing to provide funds to a sponsor for a specified project, as listed in the first part of the grant agreement.	Grant Offer: The terms and conditions upon which DOAV is willing to provide funds to a sponsor for a specified project, as listed in Part I - Offer of the grant agreement.
Grant Payment Term: The time period within which the state will make payments to the sponsor pursuant to the grant agreement. The expiration date for such grant payment term will be specified in the grant agreement.	Grant Term: The time period within which the state will accept requests for reimbursement from the sponsor pursuant to the grant agreement. The expiration date for such grant term will be specified in the grant agreement.
	Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources: The contract containing the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia, applying to all funding awarded under grants and allocations.
Preliminary Design: The work to be done as part of a design project or design and construction project to determine the final needs, tasks, and costs associated with the project, such as surveys and geotechnical analysis.	Preliminary Design: The work to be done as part of a design project or design and construction project to determine the final needs, tasks, and costs associated with the project, such as surveys and geotechnical analysis.
Scope of Work: A document that describes the tasks, schedule, deliverables, man hours, costs, and responsible parties for a project and is to be approved by DOAV, and/or the applicable state or federal agency as appropriate.	Scope of Work: A document that describes the tasks, schedule, deliverables, man hours, costs, and responsible parties for a project and is to be approved by DOAV, and/or the applicable state or federal agency as appropriate.
State Funded Project: A project that is funded with monetary participation by the Commonwealth of Virginia and the sponsor.	State Funded Project: A project that is funded with monetary participation by the Commonwealth of Virginia and the sponsor.
Tentative Allocation: The reservation of funds for a project by the VAB or DOAV that must be followed by the agreement process for the appropriate funding program. A tentative allocation does not guarantee funding of a project or a time frame for funding a project.	Tentative Allocation: The reservation of funds for a project by the VAB or DOAV that must be followed by the grant agreement process for the appropriate funding program. A tentative allocation does not guarantee funding of a project or a time frame for funding a project.

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2.0 Roles and Responsibilities A key element to the strength and continued growth of Virginia's aviation system is the partnering between the Virginia Aviation Board, Virginia Department of Aviation, Federal Aviation Administration, and airport sponsors. Each has roles and responsibilities that support individual airports and the statewide air transportation system.	2.0 Roles and Responsibilities A key element to the strength and continued growth of Virginia's aviation system is the partnering between the Virginia Aviation Board, Virginia Department of Aviation, Federal Aviation Administration, and airport sponsors. Each has roles and responsibilities that support individual airports and the Virginia air transportation system.
2.1 Virginia Aviation Board The Virginia Aviation Board (VAB) establishes financial assistance programs and allocates funds for capital improvement projects. The VAB sets policies to guide the funding programs and to promote and develop safe aviation practices and operations in Virginia. The VAB hears airport sponsor and citizen concerns on matters pertaining to aviation and acts as a liaison to the department in an effort to be responsive to local jurisdictions, users of the system, and citizens. Airport sponsors are encouraged to maintain regular contact with their representative VAB members, keeping them aware of issues affecting the planned development of their airports. The duties and responsibilities of the VAB are set in *Code of Virginia* §5.1-2.1 et seq.	2.1 Virginia Aviation Board The Virginia Aviation Board (VAB) establishes financial assistance programs and allocates funds for capital improvement projects. The VAB sets policies to guide the funding programs and to promote and develop safe aviation practices and operations in Virginia. The VAB hears airport sponsor and citizen concerns on matters pertaining to aviation and acts as a liaison to the department in an effort to be responsive to local jurisdictions, users of the system, and citizens. Airport sponsors are encouraged to maintain regular contact with their representative VAB members, keeping them aware of issues affecting the planned development of their airports. The duties and responsibilities of the VAB are set in *Code of Virginia* §5.1-2.1 et seq.
2.2 Virginia Department of Aviation The Virginia Department of Aviation (DOAV) provides financial and technical assistance to eligible airport sponsors for the planning, development, promotion, construction, and operation of airports and aviation facilities. DOAV also administers applicable provisions of the *Code of Virginia*, plans for the development of the state aviation system, licenses airports and aircraft, and promotes aviation activities within the state. The duties and responsibilities of DOAV are set in *Code of Virginia* §5.1-1.1 et seq.	2.2 Virginia Department of Aviation The Virginia Department of Aviation (DOAV) provides financial and technical assistance to eligible airport sponsors for the planning, development, promotion, construction, and operation of airports and aviation facilities. DOAV also administers applicable provisions of the *Code of Virginia* and *Virginia Administration Code*, plans for the development of the state aviation system, licenses airports and aircraft, and promotes aviation activities within the state. The duties and responsibilities of DOAV are set in *Code of Virginia* §5.1-1.1 et seq.
2.3 Federal Aviation Administration The Federal Aviation Administration (FAA) provides financial and technical assistance to eligible airport sponsors for the planning, design, and construction of airports and aviation facilities. FAA also sets design and operation standards for airports.	2.3 Federal Aviation Administration The Federal Aviation Administration (FAA) provides financial and technical assistance to eligible airport sponsors for the planning, design, and construction of airports and aviation facilities. FAA establishes design and operation standards for airports.
2.4 Virginia Airport Sponsors An airport sponsor has many obligations for its airport, ranging from financial dealings and long-term development planning to daily maintenance and operational activities. A sponsor is solely responsible for insuring that the airport is compliant with federal and state grant assurances; board policies; and FAR Part 77, *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*, and FAA Advisory Circular 150/5300-13 *Airport Design* criteria. Other key responsibilities for sponsors include the completion and submission to DOAV of an *Annual Based Aircraft Survey*, an *Annual Certification of Financial Responsibility*, and a six-year Airport Capital Improvement Plan. In addition, sponsors should work with local planning offices and jurisdictional decision makers to develop and enforce land use plans and airport overlay zones that support compatible land use around airports.	2.4 Virginia Airport Sponsors An airport sponsor has many obligations for its airport, ranging from financial dealings and long-term development planning to daily maintenance and operational activities. A sponsor is solely responsible for insuring that the airport is compliant with federal and state grant assurances; board policies; criteria in FAR Part 77, *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*, and applicable FAA Advisory Circulars to include AC 150/5300-13 *Airport Design*; the Virginia Public Procurement Act; and other applicable documents. Other key responsibilities for sponsors include the completion and submission to DOAV of an *Annual Based Aircraft Survey*, an *Annual Certification of Financial Responsibility*, and a 6-year Airport Capital Improvement Plan. Sponsors of air carrier airports must submit annually an *Entitlement Utilization Report and Plan* no later than 15 business days after the end of a fiscal year. In addition, sponsors should work with local planning offices and jurisdictional decision makers to develop and enforce land use plans and airport overlay zones that support compatible land use around airports.
2.4.1 Obstruction Clearance Sponsors are responsible for keeping their airports clear of obstructions to the appropriate standards. The presence of obstructions affects a sponsor's eligibility to request state funding. Additional information on the effect of obstructions on project eligibility is provided in 4.1 Obstructions.	2.4.1 Obstruction Clearance Sponsors are responsible for keeping their airports clear of obstructions to the appropriate standards. The presence of obstructions affects a sponsor's eligibility to receive state funding.

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2.4.2 Annual Based Aircraft Survey Public-use airport sponsors are required to submit an *Annual Based Aircraft Survey* to DOAV in accordance with *Virginia Aviation Regulations 24VAC5-20-350 Annual Aircraft survey and report of financial responsibility*. The survey is designed to record a physical count of based aircraft on an annual basis and to assist DOAV with its process of properly planning for and licensing all Virginia-based aircraft and consists of a census of aircraft owners. Surveys are due to DOAV no later than January 31 of each year.	2.4.2 Annual Based Aircraft Survey Public-use airport sponsors are required to submit an *Annual Based Aircraft Survey* to DOAV in accordance with *Virginia Aviation Regulations 24VAC5-20-350 Annual Aircraft survey and report of financial responsibility*. The survey is a physical count of based aircraft on an annual basis and to assist DOAV with its process of properly planning for and licensing all Virginia-based aircraft and consists of a census of aircraft owners. Surveys are due 45 days after DOAV requests them from the sponsors. Sponsors will not be eligible to receive any state aviation funding until the completed annual based aircraft survey is submitted.
2.4.3 Annual Certification of Financial Responsibility Each year a sponsor must certify to DOAV that the sponsor has adequate liability insurance or other means of financial responsibility to satisfy the minimum dollar amount required by *Code of Virginia* §5.1-88.7 et seq. The *Annual Certification of Financial Responsibility* form is due to DOAV no later than January 31 of each year.	2.4.3 Annual Certification of Financial Responsibility Each year a sponsor must certify to DOAV that the sponsor has adequate liability insurance or other means of financial responsibility to satisfy the minimum dollar amount required by *Code of Virginia* §5.1-88.7 et seq. The *Annual Certification of Financial Responsibility* form is due to DOAV no later than 45 days than the request. The certificates are due 45 days after DOAV requests them from the sponsors. Sponsors will not be eligible to receive any state aviation funding until the completed annual certificate of financial responsibility is submitted.
2.4.4 Six-Year Airport Capital Improvement Plan A six-year Airport Capital Improvement Plan (ACIP) identifies and prioritizes projects for an airport. This plan is vital to securing project funding, whether it is federal, state, or local funding. These plans are usually submitted to DOAV prior to the beginning of each fiscal year. Additional information on six-year ACIPs is provided in Chapter 6 Airport Capital Program.	2.4.4 Six-Year Airport Capital Improvement Plan A 6-year Airport Capital Improvement Plan (ACIP) identifies and prioritizes projects for an airport. This plan is vital to securing project funding, whether it is federal, state, or local funding. These plans must be submitted to DOAV prior to the beginning of each fiscal year, in accordance with the instructions provided to sponsors by DOAV.
2.4.5 Entitlement Utilization Report Sponsors eligible for state entitlement funds must submit a *Commonwealth Airport Fund Entitlement Utilization Report* for VAB approval each year. These reports provide an annual accounting of the previous fiscal year's state entitlement fund expenditures. Utilization reports shall be filed within 30 calendar days after the close of the fiscal year. Additional information on these reports is provided in 3.1.1.1 State Entitlement Funds.	2.4.5 Entitlement Utilization Report and Plan Sponsors eligible for state entitlement funds must submit a *Commonwealth Airport Fund Entitlement Utilization Report and Plan* (EURP) or VAB approval each year. These reports provide an annual accounting of the previous fiscal year's state entitlement fund expenditures and its plans for the use of entitlement funds for the new fiscal year. EURPs must be submitted to DOAV no later than 15 calendar days from the close of the fiscal year. Failure to submit an EURP be the deadline will impact the disbursement of state entitlement funds to the sponsor.
2.4.6 Airport Minimum Standards and Rules and Regulations Sponsors are strongly encouraged to develop, maintain, and enforce airport minimum standards and rules and regulations. These documents set forth the acceptable minimum criteria that must be met by those engaging in aeronautical activities or services at the airport or by those using that airport and its facilities. Information on airport minimum standards can be found in FAA Advisory Circular *150/5190-7 Minimum Standards for Commercial Aeronautical Activities*.	2.4.6 Airport Minimum Standards and Rules and Regulations Sponsors are strongly encouraged to develop, maintain, and enforce airport minimum standards and rules and regulations. These documents set forth the acceptable minimum criteria that must be met by those engaging in aeronautical activities or services at the airport or by those using that airport and its facilities. Information on airport minimum standards can be found in FAA Advisory Circular *150/5190-7 Minimum Standards for Commercial Aeronautical Activities*.
2.4.7 Land Leases When an sponsor leases airport land, the sponsor needs to certify in writing that the lease meets the terms and provisions of any and all state and federal grants in accordance with *Code of Virginia* §5.1-40. The certifications may be made using DOAV's *Certification of Land Leases*.	2.4.7 Land Leases When an sponsor leases airport land, the sponsor needs to certify in writing that the lease meets the terms and provisions of any and all state and federal grants in accordance with *Code of Virginia* §5.1-40. The certifications may be made using the DOAV form *Certification of Land Leases*.
5.5 Local Service Airports Only safety and preservation projects are eligible for local service airports, with the exception of terminal buildings, fuel systems, and promotion activities. Eligible safety and preservation projects include, but are not limited to: • pavement rehabilitation	2.4.8 Local Service Airports Only safety and preservation projects are eligible for local service airports, with the exception of terminal buildings, fuel systems, and promotion activities. Eligible safety and preservation projects include, but are not limited to: • pavement rehabilitation

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• obstruction removal to meet visual approach standards as stated in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* and *Code of Virginia* §5.1-7 and non-precision approaches, and the acquisition of easements needed for such obstruction removal • lighting system rehabilitation Examples of projects not eligible at local service airports are acquisition of land and hangar site development. The costs for improvements needed for a local service airport to transition to a general aviation community airport must be borne by the sponsor. Prior to initiating improvements, the sponsor should first receive DOAV approval.	• obstruction removal to meet visual approach standards as stated in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* and *Code of Virginia* §5.1-7 and non-precision approaches, and the acquisition of easements needed for such obstruction removal • lighting system rehabilitation Examples of projects not eligible at local service airports are acquisition of land and hangar site development. The costs for improvements needed for a local service airport to transition to a general aviation community airport must be borne by the sponsor. Prior to initiating improvements, the sponsor should first receive DOAV approval.
3.0 Funding for Airport Projects The Virginia Aviation Board has determined that state funding should be expended on specified elements of airport planning and development projects. State funding should be allocated to sponsors who meet requirements established by the *Virginia Aviation Regulations* or board policy. It is VAB policy to allocate funding for airport improvements in order to: • meet regulatory and policy obligations • maximize benefits to the public • improve access to airports The VAB and DOAV participate in projects that are either federally funded or state funded. A federally funded project involves federal, state, and local funding. A state funded project involves state and local funding only.	X.0 Funding for Airport Projects The Virginia Aviation Board has determined that state funding should be expended on specified elements of airport planning and development projects. It is the intent of the VAB that state funding shall be allocated to sponsors who meet requirements established by the *Virginia Aviation Regulations* and board policy. It is VAB policy to allocate funding for airport improvements in order to: • meet regulatory and policy obligations • maximize benefits to the public • improve access to airports The VAB and DOAV participate in projects that are either federally funded or state funded. A federally funded project involves federal, state, and local funding. A state funded project involves state and local funding only. The VAB and DOAV will consider also participating in projects supported by funding from the Virginia Department of Transportation and state and federal agencies. Operational costs are not eligible for state funding under any of the programs under the authority of the VAB or DOAV.
3.1 State Aviation Funding Resources* The Commonwealth Airport Fund and the Aviation Special Fund provide the financial resources for the programs established and administered by the VAB and the Virginia Department of Aviation. DOAV may conduct an audit on an airport sponsor's use of state entitlement and discretionary funds to support accountability monitoring. Results will be reported to the VAB for appropriate action.	X.1 State Aviation Funding Resources The Commonwealth Airport Fund (CAF) and the Aviation Special Fund (ASF) provide the financial resources for the programs established and administered by the VAB and the Virginia Department of Aviation. The CAF is the funding source for two significant programs for capital projects, State Entitlement Funding and State Discretionary Funding. The ASF includes programs that fund airport maintenance, navigational aids, security, promotion and air service development and enhancement. DOAV may conduct an audit on an airport sponsor's use of state entitlement and discretionary funds to support accountability monitoring. Results will be reported to the VAB for appropriate action.
3.2 Federal Aviation Funding Resources Federal funding allocations are based on an airport's inclusion and service role in the National Plan of Integrated Airport Systems (NPIAS) developed by the Federal Aviation Administration. Like the state aviation funding resources, federal entitlement and discretionary funds are available to eligible sponsors. *Code of Virginia* §5.1-47 requires airport sponsors to submit a copy of their federal six-year plans and project applications to DOAV for approval prior to submitting the plans and applications to FAA.	X.2 Federal Aviation Administration Funding Resources Federal funding allocations are based on an airport's inclusion and service role in the National Plan of Integrated Airport Systems (NPIAS) developed by the Federal Aviation Administration. Like the state aviation funding resources, federal entitlement and discretionary funds are available to eligible sponsors. *Code of Virginia* §5.1-47 requires airport sponsors to submit a copy of their federal six-year plans and project applications to DOAV for approval prior to submitting the plans and applications to FAA.

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3.3 Utilization of State and Federal Funding Resources

The VAB and DOAV strongly encourage eligible sponsors to maximize the availability and use of federal funding by maintaining a current federal six-year capital improvement plan and applying for federal funding for eligible projects. The General Assembly's *Appropriations Act* specifies that it is legislative intent for DOAV to match federal funds to the maximum extent possible.

DOAV may participate in the funding of a project with an airport sponsor either as part of a federally funded project or a state funded project. For most federally funded projects, DOAV and the sponsor will each fund a share of eligible costs not covered by the federal participation. DOAV's funding portion is 80 percent of the non-federal share when state discretionary funds are involved. For most state funded projects, DOAV and the sponsor will each fund a share of eligible costs. State participation percentages are based on the type of project undertaken and the state funding program used for the project. For example, DOAV may participate in a site preparation construction project at a rate of 80 percent and a general aviation security sign installation project at a rate of 90 percent. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.

Airport sponsors should carefully consider available state and federal funding programs and identify the best funding resources that fit their *VATSP* service roles and individual airport needs. Table 1 Funding Program Eligibility Based on Airport Role gives an overview of which state and federal funding programs are available to sponsors, based on airport roles within the state and federal airport systems. Airport roles are provided in Appendix G Airport Classification Roles.

Table 1
Funding Program Eligibility Based on Airport Role

	Airport Role				
Funding Programs	Air Carrier	Reliever	General Aviation (NPIAS)	General Aviation (non-NPIAS)	General Aviation (non-NPIAS) Local Service
Federal Primary Entitlement	X				
Federal Non-primary Entitlement		X	X		
Federal Discretionary (Apportionment/Discretionary)	X	X	X		
State Entitlement	X				
State Discretionary	X	X	X	X	limited*
Facilities and Equipment	X	X	X	X	limited*
Voluntary Security		X	X	X	X
Maintenance	X	X	X	X	X

*Local service general aviation airports are eligible only for safety and preservation projects under the State Discretionary Program and the Facilities and Equipment Program.

3.4 Funding Instruments

The state utilizes the *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources,* a grant agreement, a grant amendment, and an allocation as the funding instruments under which state funding is made available to airport sponsors.

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X.3 Utilization of State and Federal Funding Resources

The VAB and DOAV require eligible sponsors to maximize the availability and use of federal funding by maintaining a current federal six-year capital improvement plan and applying for federal funding for eligible projects. The General Assembly's *Appropriations Act* specifies that it is legislative intent for DOAV to match federal funds to the maximum extent possible.

DOAV may participate in the funding of a project with an airport sponsor either as part of a federally funded project or a state funded project. For most federally funded projects, DOAV and the sponsor will each fund a share of eligible costs not covered by the federal participation. DOAV's funding portion is 80 percent of the non-federal share when state discretionary funds are involved. For most state funded projects, DOAV and the sponsor will each fund a share of eligible costs. State participation percentages are based on the type of project undertaken and the state funding program used for the project. For example, DOAV may participate in a site preparation construction project at a rate of 80 percent and a general aviation security sign installation project at a rate of 90 percent. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.

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Federal Primary Entitlement	X				
Federal Non-primary Entitlement		X	X		
Federal Discretionary (Apportionment/Discretionary)	X	X	X		
State Entitlement	X				
State Discretionary	X	X	X	X	limited*
Facilities and Equipment	X	X	X	X	limited*
Voluntary Security		X	X	X	X
Maintenance	X	X	X	X	X

*Local service general aviation airports are eligible only for safety and preservation projects under the State Discretionary Program and the Facilities and Equipment Program.

X.4 Funding Instruments

The state utilizes the *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources,* a grant agreement, a grant amendment, and an allocation as the funding instruments that create contracts between the state and sponsors for projects, including details on scopes of work, grant

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For privately owned public-use airports, these funding instruments are supported by credit line deeds of trust and credit line deed of trust notes, which are described in 4.2 Special Eligibility Requirements.	obligation terms, and funding participation each party will contribute to the project, as well as assurances related to the acceptance of state funding. Information on grant agreements, grant amendments, and allocations is provided in the individual funding chapters. For privately owned public-use airports, these funding instruments are supported by credit line deeds of trust and credit line deed of trust notes, which are described in 3.2 Special Eligibility Requirements.
3.4.1 *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* contains the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia for capital, facilities and equipment, security, maintenance, aviation promotion, and air service development projects. These terms and conditions identify sponsor responsibilities during and after the implementation of a project. The terms and conditions apply to funding awarded under grants and allocations. The master agreement contains general conditions, such as obtaining goods and services in accordance with the *Virginia Public Procurement Act*. The master agreement also contains special conditions for land acquisition, public-use spaces and areas, bridge loans, facilities and equipment, and private ownership. If the specifics of a project generate the need for terms and conditions not provided in the master agreement, those terms and conditions will be stated in the grant agreement for the project. The VAB and DOAV reserve the right to establish additional terms and conditions as needed in accordance with the preamble to the master agreement. An executed master agreement must be on file with DOAV in order for a sponsor to receive a grant or an allocation.	X.4.1 *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* contains the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia for capital, facilities and equipment, security, maintenance, aviation promotion, and air service development projects. These terms and conditions identify sponsor responsibilities before, during, and after the implementation of a project. The terms and conditions apply to funding awarded under grants and allocations. The master agreement contains general conditions, such as obtaining goods and services in accordance with the *Virginia Public Procurement Act*. The master agreement also contains special conditions for land acquisition, public-use spaces and areas, bridge loans, facilities and equipment, and private ownership. If the specifics of a project generate the need for terms and conditions not provided in the master agreement, those terms and conditions will be stated in the grant agreement for the project. The VAB and DOAV reserve the right to establish additional terms and conditions as needed in accordance with the preamble to the master agreement. An executed master agreement shall be on file with DOAV in order for a sponsor to receive a grant or an allocation. When the sponsorship of an airport or the name of an airport changes, a new master agreement will need to be executed.
	Note: The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* is being revised. DOAV is looking at the following topics to add to strengthen the master agreement: • allowable costs • audited financial statements(how DOAV will collect the documents, how DOAV will review the documents) • reserving the right to amend or withdraw grants • DOAV right to audit • accounting systems • record keeping requirements • reporting and inspection requirements • litigation protection As the related revisions are made to the master agreement, they will be carried over to the Airport Program Manual.
4.0 Sponsor Eligibility The threshold criterion for determining sponsor eligibility to receive state funding is inclusion in the *Virginia Air Transportation System Plan*. In order for an airport sponsor to be eligible to request and	3.0 Sponsor Eligibility The threshold criterion for determining sponsor eligibility to receive state funding is inclusion in the *Virginia Air Transportation System Plan*. In order for an airport sponsor to be eligible to request and

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receive state discretionary, facilities and equipment, general aviation security, maintenance, aviation promotion and air service development funding, the following criteria must be met:	receive state discretionary, facilities and equipment, general aviation security, maintenance, aviation promotion and air service development funding, the following criteria must be met:
• An airport shall be licensed by the Commonwealth of Virginia and be open to the public in accordance with *Code of Virginia* §5.1-7 and the *Virginia Aviation Regulations*.	• An airport shall be licensed by the Commonwealth of Virginia and be open to the public in accordance with *Code of Virginia* §5.1-7 and the *Virginia Aviation Regulations*, and sponsor must be in compliance with all minimum requirements for licensing as defined in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*.
• An airport shall be designated a "system airport" in the *VATSP* or the sponsor is deemed eligible by the written opinion of the state Office of the Attorney General, made in conjunction with the Virginia Department of Aviation's recommendation.	• An airport shall be designated a "system airport" in the *VATSP* or the sponsor is deemed eligible by the written opinion of the state Office of the Attorney General, made in conjunction with the Virginia Department of Aviation's recommendation.
• An airport sponsor shall have an airport layout plan approved by DOAV and the Federal Aviation Administration as appropriate.	• An airport sponsor shall maintain an airport layout plan approved by DOAV and the Federal Aviation Administration as appropriate.
• An airport sponsor shall be in compliance with all minimum requirements for licensing as defined in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*.	
• An airport sponsor shall have submitted an *Annual Based Aircraft Survey* to DOAV in accordance with *Virginia Aviation Regulations 24VAC5-20-350 Annual aircraft survey and report of financial responsibility*.	• An airport sponsor shall have submitted an *Annual Based Aircraft Survey* to DOAV in accordance with *Virginia Aviation Regulations 24VAC5-20-350 Annual aircraft survey and report of financial responsibility*.
• An airport sponsor shall have submitted an *Annual Certificate of Financial Responsibility* to DOAV in accordance with *Code of Virginia* §5.1-88.7.	• An airport sponsor shall have submitted an *Annual Certificate of Financial Responsibility* to DOAV in accordance with *Code of Virginia* §5.1-88.7.
• An airport sponsor shall have executed a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources*, with a copy on file with DOAV.	• An airport sponsor shall have executed a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources*, with a copy on file with DOAV.
• An airport sponsor shall own the real property or have an adequate interest in the property on which a project will be undertaken, and the ownership or interest shall be clearly shown on an airport property map approved by DOAV and FAA as appropriate.	• An airport sponsor shall own the real property or have an adequate interest in the property on which a project will be undertaken, and the ownership or interest shall be clearly shown on an airport property map approved by DOAV and FAA as appropriate.
• An airport sponsor shall have a current six-year Airport Capital Improvement Plan (ACIP) on file with the department in order to receive any state discretionary funds.	• An airport sponsor shall have a current six-year Airport Capital Improvement Plan (ACIP) on file with the department in order to receive any state entitlement or discretionary funds.
• Public entities interested in developing new airports must be designated as a sponsor in writing by the state Office of the Attorney General before becoming eligible to receive state funding.	Public entities interested in developing new airports must be deemed eligible by the written opinion of the state Office of the Attorney General, made in conjunction with the Virginia Department of Aviation's recommendation, before becoming eligible to receive state funding.
In order to receive state entitlement funds, the sponsor of an air carrier airport must provide DOAV with a one-time certification to ensure that the sponsor: • is eligible for state entitlement funds • will spend state entitlement funds in accordance with *Code of Virginia* §5.1-2.16	In accordance with §5.1-2.2:3B, airports shall maintain a current VAB approved Entitlement Utilization Report and Plan (EURP) in order to be eligible to receive state entitlement funding.
In order to receive state discretionary funds, the sponsor of an air carrier airport must provide DOAV with an annual accounting of the expenditure of state entitlement funds, including accrued interest, within 30 calendar days after the close of the fiscal year. This reporting is in addition to the criteria listed above.	

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4.1 Obstructions For airports that have obstructions to FAR Part 77 and/or 24VAC5-20-140 *Minimum requirements for licensing* and cannot meet the Runway End Siting Requirements under FAA *Advisory Circular 150/5300-13 Airport Design*, the sponsor's eligibility to receive new funding from the Commonwealth Airport Fund or Aviation Special Fund is affected. If obstructions are identified on airport property, the sponsor is not eligible for funding other than grants and allocations related to the obstruction removal or mitigation. If obstructions are identified off of airport property, the sponsor has 12 months to remove or mitigate the obstructions. During that time the sponsor is eligible to receive funds from any state funding source. If after the 12-month period the obstructions have not been removed or mitigated, the sponsor is not eligible to receive any state funds other than those related to the overall objective of obstruction removal. Exceptions may be allowed for the following types of projects: • funding increase to an existing tentative allocation, grant, or allocation • obstruction removal and/or mitigation projects • planning projects to identify and/or mitigate obstructions • security plan and audit projects • projects deemed by the VAB and/or DOAV as critical to the safety of the flying public or as an emergency If an airport has unmitigated obstructions, the sponsor may request an exception from the VAB; however, the sponsor must submit a project request to compete for funding at the next VAB meeting and demonstrate a mitigation plan.	3.1 Obstructions For airports that have obstructions to FAR Part 77 and/or 24VAC5-20-140 *Minimum requirements for licensing* and cannot meet the Runway End Siting Requirements under FAA *Advisory Circular 150/5300-13 Airport Design*, the sponsor's eligibility to receive new funding from the Commonwealth Airport Fund or Aviation Special Fund is affected. If obstructions are identified on airport property, the sponsor is not eligible for funding other than grants and allocations related to the obstruction removal or mitigation. If obstructions are identified off of airport property, the sponsor has 12 months to remove or mitigate the obstructions. During that time the sponsor is eligible to receive funds from any state funding source. If after the 12-month period the obstructions have not been removed or mitigated, the sponsor is not eligible to receive any state funds other than those related to the overall objective of obstruction removal. Exceptions may be allowed for the following types of projects: • funding increase to an existing tentative allocation, grant, or allocation • obstruction removal and/or mitigation projects • planning projects to identify and/or mitigate obstructions • security plan and audit projects • projects deemed by the VAB and/or DOAV as critical to the safety of the flying public or as an emergency If an airport has unmitigated obstructions, the sponsor may request an exception from the VAB; however, the sponsor must submit a project request to compete for funding at the next VAB meeting and demonstrate a mitigation plan.
4.2 Special Eligibility Requirements In addition to the criteria listed above, several special eligibility requirements apply to sponsors of privately owned public-use airports. These include credit line deeds of trust, credit line deed of trust notes, and assumption agreements.	3.2 Special Eligibility Requirements In addition to the criteria listed above, several special eligibility requirements apply to sponsors of privately owned public-use airports. These include credit line deeds of trust, credit line deed of trust notes, and assumption agreements.
4.2.1 Credit Line Deed of Trust To protect the Commonwealth's investment in privately owned public-use airports, the Virginia Aviation Board has determined that a credit line deed of trust will be entered into between the department and airport sponsor before the sponsor is eligible to receive a grant agreement. Prior to requesting grant funding, the sponsor will submit a written request to DOAV for a credit line deed of trust. The total value of the credit line deed of trust equals department-funded improvements plus the current appraised value of the airport real property. The limit does not necessarily have to be as high as the current appraisal value. The department will assess the cumulative value of possible future grants from the sponsor's six-year ACIP in consultation with the sponsor to arrive at a value that will be used. Any costs associated with establishing the value of the property will be borne by the sponsor. The department will prepare a credit line deed of trust for the sponsor, who in turn will execute the document and return it. The department will have the credit line deed of trust recorded in the appropriate jurisdiction or jurisdictions. All fees related to the actual recordation plus the department's attorney fees related to the preparation of the credit line deed of trust, not to exceed $500, will be borne by the sponsor.	3.2.1 Credit Line Deed of Trust To protect the Commonwealth's investment in privately owned public-use airports, the Virginia Aviation Board has determined that a credit line deed of trust will be entered into between the department and airport sponsor before the sponsor is eligible to receive a grant agreement. Prior to requesting grant funding, the sponsor will submit a written request to DOAV for a credit line deed of trust. The total value of the credit line deed of trust equals department-funded improvements plus the current appraised value of the airport real property. The limit does not necessarily have to be as high as the current appraisal value. The department will assess the cumulative value of possible future grants from the sponsor's 6-year ACIP in consultation with the sponsor to arrive at a value that will be used. Any costs associated with establishing the value of the property will be borne by the sponsor. The department will prepare a credit line deed of trust for the sponsor, who in turn will execute the document and return it. The department will have the credit line deed of trust recorded in the appropriate jurisdiction or jurisdictions. All fees related to the actual recordation plus the department's attorney fees related to the preparation of the credit line deed of trust will be borne by the sponsor. The total credit line deed of trust balance must be sufficient to cover the total anticipated project cost of all phases of an overall development objective. The formula used to determine available amount to allocate by DOAV is the following:

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Once the total value less amortization of all executed grant agreements equals the value of the original credit line deed of trust, a new credit line deed of trust will be required.	total appraised value X 75% adjusted appraised value <first mortgaged debt> available amount to allocate Once the total value less amortization of all executed grant agreements equals the value of the original credit line deed of trust, a new credit line deed of trust will be required. The new Credit Line Deed of Trust needs to be in place by the submission deadline for capital projects or before a project request is submitted for any program under the Airport Special Fund.
4.2.2 Credit Line Deed of Trust Note The credit line deed of trust note is the instrument that is used to draw funding from the original credit line deed of trust. A trust note is required for each grant offer made to a privately owned public-use airport. DOAV will provide a trust note with each grant offer.	3.2.2 Credit Line Deed of Trust Note The credit line deed of trust note is the instrument that is used to track funding from the original credit line deed of trust. A trust note is required for each grant offer made to a privately owned public-use airport. DOAV will provide a trust note with each grant offer and grant amendment offer. When a grant amount is increased or decreased or a project has an underrun at closing, DOAV will provide a revised Credit Line Deed of Trust Notes to the sponsor.
4.2.3 Assumption Agreements When ownership of an airport changes, the new owner must assume responsibility for all existing agreements or reimburse the Commonwealth the balance of the amortization. Examples of such agreements are grant agreements and credit line deeds of trust. The department will draft an assumption instrument that denotes the conditions of the agreement. The new owner must complete the assumption agreement within 60 calendar days of the purchase of the airport. Failure by the new owner to execute the assumption agreement will jeopardize the transfer of the airport license and future funding eligibility.	3.2.3 Assumption Agreements When ownership of an airport changes, the new owner must assume responsibility for all existing agreements or reimburse the Commonwealth the balance of the amortization. Examples of such agreements are grant agreements and credit line deeds of trust. The department will draft an assumption instrument that denotes the conditions of the agreement. The new owner must complete the assumption agreement within 60 calendar days of the purchase of the airport. Failure by the new owner to execute the assumption agreement will jeopardize the transfer of the airport license and future funding eligibility.
3.1.1 Commonwealth Airport Fund The Commonwealth Airport Fund (CAF) receives its revenue from an annual allocation made by the Commonwealth Transportation Board to the Virginia Aviation Board. The *Code of Virginia* specifies that CAF resources shall be allocated to airports on the basis of their service role as identified in the *Virginia Air Transportation System Plan (VATSP).* Entitlement and discretionary funds are made available from the CAF and are used under the Airport Capital Program. 6.0 Airport Capital Program * The Airport Capital Program provides funding for planning and engineering projects that focus on airport facility development. In general, these projects include master plan and airport layout plan studies, environmental studies, land acquisition, airside facility design and construction, and terminal building design and construction.	4.0 Commonwealth Airport Fund and the Airport Capital Program The *Code of Virginia* §58.1-638 *Disposition of state sales and use tax revenue* created in the Department of the Treasury a special nonreverting fund which shall be part of the Transportation Trust Fund and which shall be known as the Commonwealth Airport Fund (CAF). The CAF shall be established on the books of the comptroller and any funds remaining in such funds at the end of a biennium shall not revert to the general fund must shall remain in the CAF. Interest earned on the funds shall be credited to the CAF. The funds so allocated shall be allocated by the Commonwealth Transportation Board to the VAB. The funds shall be allocated by the VAB to any Virginia airport which is owned by the Commonwealth, a governmental subdivision thereof, or a private entity to which the public has access for the purposes enumerated in §5.1-2.16 or is owned or leased by the Metropolitan Washington Airports Authority. The Airport Capital Program utilizes the CAF to provide funding for planning and engineering projects that focus on airport facility development. In general, these projects include master plan and airport layout plan studies, environmental studies, land acquisition, airside facility design and construction, and terminal building design and construction.

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3.1.1.1 State Entitlement Funds From the CAF, state entitlement funds are allocated annually to sponsors of airports that have scheduled air carrier service in accordance with *Code of Virginia* §58.1-638.A3. This allocation is based on each airport's enplanements as a percentage of all air carrier airport enplanements within the state during the previous calendar year. Initial calculations will be made using the draft annual enplanement data published in FAA's Passenger Boarding and Air Cargo Data, which is extracted from the Air Carrier Activity Information System provided by the Research and Innovative Technology Administration of the Bureau of Transportation Statistics. The percentages will be revised when the final annual enplanement data is published. *Code of Virginia* §58.1-638.A3a specifies that no air carrier airport shall receive less than $50,000 or more than $2 million per fiscal year in state entitlement funds.	4.1 State Entitlement Funds Under the Airport Capital Program From the CAF, state entitlement funds are allocated annually to sponsors of airports that have scheduled air carrier service in accordance with *Code of Virginia* §58.1-638.A3. This allocation is based on each airport's enplanements as a percentage of all air carrier airport enplanements within the state during the previous calendar year. Initial calculations will be made using the draft annual enplanement data published in FAA's Passenger Boarding and Air Cargo Data, which is extracted from the Air Carrier Activity Information System provided by the Research and Innovative Technology Administration of the Bureau of Transportation Statistics. The percentages will be revised when the final annual enplanement data is published. *Code of Virginia* §58.1-638.A3a specifies that no sponsor of an air carrier airport shall receive less than $50,000 or more than $2 million per fiscal year in state entitlement funds. It is the intent of the General Assembly under §5.1-2.16 that state moneys allocated pursuant to subdivision A3 of §58.1-638 shall note use used for: • operating costs unless otherwise approved by the VAB • purposes related to supporting the operation of an airline, either directly or indirectly, through grants, credit enhancement, or other related means
When an air carrier airport sponsor has unobligated state entitlement funds at the end of a fiscal year, the unobligated funds are added to the balance of state entitlement funds awarded to the sponsor for the following fiscal year.	
Sponsors eligible for state entitlement funds must submit a *Commonwealth Airport Fund Entitlement Utilization Report* for VAB approval each year in order to qualify for state discretionary funding. These reports provide an annual accounting of the previous fiscal year's state entitlement fund expenditures. Utilization reports shall be filed within 30 calendar days after the close of the fiscal year. The DOAV form must be used for reporting by sponsors. Reporting submitted on other forms will be returned to sponsors.	Sponsors eligible for state entitlement funds must submit a *Commonwealth Airport Fund Entitlement Utilization Report and Plan* (EURP) for VAB approval each year in order to qualify for state discretionary funding. These reports provide an annual accounting of the previous fiscal year's state entitlement fund expenditures and plans for the use of entitlement funds in future years. EURPs shall be filed within 15 calendar days from the end of the fiscal year. The DOAV form must be used for reporting by sponsors. Reporting submitted on other forms will be returned to sponsors.
DOAV reviews the reports and makes recommendations to the VAB. Following VAB action on the reports, DOAV will notify sponsors of the VAB's decisions regarding the utilization reports. If a sponsor does not submit an entitlement utilization report and subsequently requests state discretionary funds, all prior unreported expenditures will be assumed to be outside of normal project expenditures and treated as described in 3.1.1.3.2 Projects Outside of Normal Expenditures.	DOAV reviews the EURPs and makes separate recommendations to the VAB on expenditure and planned projects. DOAV will not disburse the entitlement funds until VAB approval is given for both the expenditure and planned projects. DOAV will notify sponsors of the VAB's decisions regarding the EURPs. **Both portions of the EURP must be approved before sponsors may spend entitlement funds.**
3.1.1.3 Air Carrier Utilization of State Entitlement and Discretionary Funds It is the expressed intent of the VAB that an air carrier airport sponsor totally obligates its state entitlement funds prior to that sponsor receiving any state discretionary fund allocations. These funds include unexpended state entitlement funds from previous fiscal years, interest earned on state entitlement funds, and passenger facility charges used to reimburse state entitlement fund accounts. 6.3.4 Air Carrier Application for State Discretionary Funds * If an air carrier airport sponsor needs to request state discretionary funding for a project, the sponsor must have filed an ACIP with DOAV, including the subject project, and the approved Entitlement Utilization Report for the previous fiscal year; the ACIP is to be filed in accordance with 6.3.1 Filing of Airport Capital Improvement Plans.	4.1.1 Utilization of State Entitlement and Discretionary Funds for Air Carrier Airports Sponsors of air carrier airports may also use the discretionary funds set forth under the CAF. The sponsors must totally obligate their state entitlement fund balance prior to being eligible to receive any state discretionary funds through the competitive process. The balance includes unexpended state entitlement funds from previous fiscal years, interest earned on state entitlement funds, and passenger facility charges used to reimburse state entitlement fund accounts. Sponsors must list discretionary projects on their annual Entitlement Utilization Report and Plan and ACIP as noted in. 4.1.2 Entitlement Utilization Report and Plan and 4.1.3 Airport Capital Improvement Plan in order to be eligible for state discretionary funding

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3.1.1.3 Air Carrier Utilization of State Entitlement and Discretionary Funds DOAV encourages sponsors to use other available federal, state, and local funding options, such as passenger facility charges, before applying for state discretionary funds. If a sponsor uses state entitlement funds for a project and later receives reimbursement for the project from passenger facility charges, the sponsor must credit its state entitlement balance with the reimbursement amount. The passenger facility charge reimbursement must be recorded on the annual Entitlement Utilization Report.	DOAV encourages sponsors to use other available federal, state, and local funding options, such as passenger facility charges, before applying for state discretionary funds. If a sponsor uses state entitlement funds for a project and later receives reimbursement for the project from passenger facility charges, the sponsor must credit its state entitlement balance with the reimbursement amount. The passenger facility charge reimbursement must be recorded on the annual Entitlement Utilization Report and Plan.
If a sponsor of an air carrier airport needs state discretionary funds to meet capital needs, the sponsor must file a six-year Airport Capital Improvement Plan with DOAV, along with the approved Entitlement Utilization Report for the previous year, in accordance with 6.3.4 Air Carrier Application for State Discretionary Funds.	
The sponsor determines the expenditure of state entitlement funds; however, it is the VAB's intent that these funds be used as the state's share of costs for eligible federally funded projects. As the VAB approves state entitlement utilization reports each fiscal year, the VAB's actions regarding the expenditure and commitment of an airport's state entitlement funds will be used by DOAV as a basis for recommendations to approve or disapprove allocations of state discretionary funds for eligible projects.	
State entitlement funds can be used for any project eligible under the Airport Capital Program, Facilities and Equipment Program, and Maintenance Program. Operational costs are not eligible under any state funding program. If state entitlement funds are used for projects eligible under the Facilities and Equipment Program or Maintenance Program, the sponsor shall not be eligible to receive approval for any funding from the respective programs during the fiscal year in which the state entitlement funds are spent, except as otherwise described in 6.7.5 Facilities and Equipment, Security, and Maintenance Project Requests, from the chapter on the Airport Capital Program; 7.2.4 Utilization of Airport Capital Program Funds, from the chapter on the Facilities and Equipment Program; 9.2.1.1 Obstruction Removal and 9.2.4 Utilization of Airport Capital Funds, from the chapter on the Maintenance Program; A.18 facility and equipment, security, and maintenance projects and A.20 obstruction removal, from Appendix A. If it is determined during the review of an entitlement utilization report that a sponsor used entitlement funds for eligible facilities and equipment projects or maintenance projects, as described in this section or Appendix A, and also used Facilities and Equipment Program or Maintenance Program funds for other projects eligible under the respective programs, the sponsor must reimburse the state for the Facilities and Equipment Program or Maintenance Program grants or allocations approved within that fiscal year.	State entitlement funds can be used for any project eligible under the Airport Capital Program, Facilities and Equipment Program, and Maintenance Program. Operational costs are not eligible under any state funding program. If a sponsor uses state entitlement funds for projects eligible under the Facilities and Equipment Program or Maintenance Program, the sponsor shall not be eligible to receive any funding from those programs during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible facilities and equipment or maintenance projects and also used funds from the Facilities and Equipment Program or Maintenance Program for other eligible projects, the sponsor must repay the state for Facilities and Equipment Program or Maintenance Program funds reimbursed within that fiscal year.
To insure that state discretionary funds are being used to the greatest benefit to the state air transportation system, DOAV will track the allocation of state discretionary funds to the sponsors of air carrier and reliever airports and the distribution between funded projects and unfunded projects due to the lack of an available balance for the capital program. DOAV will report its findings and recommendations regarding funding policy to the VAB each May.	
	4.1.2 Entitlement Utilization Report and Plan The Virginia General Assembly promulgated new legal requirements for the VAB, DOAV, and sponsors regarding state entitlement funds. The following paragraphs of the *Code of Virginia*, §5.1-2.2:3 enacted during the 2017 session of the Virginia General Assembly address the use and reporting of entitlement funding: § 5.1-2.2:3 B, Each year prior to the release of entitlement funds allocated pursuant to subdivision A 3 a of § 58.1-638, each air carrier airport shall submit a plan that outlines the planned use of such funds for the upcoming fiscal year to the Board for review and approval. The Board shall approve such plan provided that the use of funds is in accordance with Board policies. An airport may modify its plan

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	during a fiscal year by submitting a revised plan to the Board for review. § 5.1-2.2:3 C, The Board shall have the right to withhold entitlement funds allocated pursuant to subdivision A 3 a of § 58.1-638 in the event that the entitlement utilization plan is not approved by the Board or the airport uses the funds in a manner that is inconsistent with the approved plan. 4.1.2.1 Preparation and Submission of EURP A sponsor shall use the *Commonwealth Airport Fund Entitlement Utilization Report and Plan* (EURP) to report entitlement expenditures for the previous fiscal year and its plan for the use of entitlement funds for the new fiscal year. The EURP is divided into three parts, Part 1 - Entitlement Utilization Report, Part 2 - Entitlement Utilization Plan, Part 3 - Certification. **Sponsors must submit the EURP form and supporting documents to DOAV no later than 15 calendar days from the end of the fiscal year for consideration at the August VAB meeting.** Each year DOAV will provide a EURP form in Excel format to each sponsor with airport specific data. Only the form provided by DOAV will be accepted for the submission of the EURP; other forms will be returned to sponsors. Instructions and an example of a completed EURP will be provided with the EURP form. If sponsors have questions regarding project eligibility, they should contact DOAV. 4.1.2.1.1 EURP Part 1 - Entitlement Utilization Report In Part 1 of the EURP, sponsors must provide information on expenditures utilizing entitlement, discretionary, passenger facility charge (PFC), and local funding. 4.1.2.1.2 EURP Part 2 - Entitlement Utilization Plan Future projects and related funding are to be reported in Part 2. For each project listed, the plan must include a project narrative that describes the justification for the project, work to be conducted and the deliverable; estimated year of completion; a list of all funding sources and amounts; the percentage of state entitlement funding; federal and state grant numbers if applicable; and an indication of whether the sponsor plans to reimburse its state entitlement funds with passenger facility charges. Sponsors must include planned discretionary projects in Part 2. The future projects identified should make use of all of the sponsor's entitlement balance, including the new fiscal year entitlement funds. Part 2 must be accompanied with a sketch that graphically depicts the proposed projects as they relate to the airport layout plan. The format of a sketch must: • be legible • be sized to 8 ½ by 11 inches • have a maximum file size of 100kb It is preferred that a sketch be at gray scale and not use aerial photography, but color and photos may be used in a sketch the must have a maximum file size of 100 kb. Multiple projects may be shown on one sketch. For project requests for equipment that is currently eligible under existing guidance, such as an ARFF truck, a project specification sheet should be provided in place of a sketch. A photo of vendor illustration should be provided with the specification sheet if the sheet does not include such. The sponsor shall not include projects for operating costs unless otherwise approved by the VAB. No projects will be accepted for purposes related to supporting the operation of an airline, either directly or

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	indirectly through grants, credit enhancements, or related means. 4.1.2.1.3 EURP Part 3 - Certification Part 3 of the EURP must be certified by the airport sponsor executive director and the chief financial officer. Sponsors must submit the EURP with original signatures. 4.1.2.2 Evaluation and Approval of EURP As part of the evaluation of the previous fiscal year's expenditures listed in Part 1 of the EURP, DOAV will evaluate project eligibility, review state percentages, and confirm FAA funds reimbursed to the sponsor for a project. For the planned use of fund for the upcoming fiscal year reported in Part 2, DOAV will evaluate project eligibility and the information requested in 4.1.2.1.2 EURP Part 2 - Entitlement Utilization Plan. The VAB approval process involves the following two-step process: • In the first step, DOAV will recommend to the VAB the approval or disapproval of the information provided in Part 1. If the VAB approves the expenditures in Part 1, the process moves to the second step. If the VAB does not approve the expenditures in Part 1, then the new projects in Part 2 will not be considered. • In the second step, as the VAB has approved the expenditures in Part 1, DOAV will recommend the approval or disapproval of planned expenditures in Part 2. **If the VAB does not approve the expenditures in Part 1 or the new projects planned in Part 2, DOAV will not disburse the entitlement funds for the upcoming fiscal year to the sponsor until the issues preventing approval are resolved and the planned projects in Part 2 are approved at the next VAB meeting.** DOAV will notify sponsors of the VAB's decisions regarding the EURPs. If the VAB does not approve the expenditures in Part 1 or the new projects planned in Part 2, the sponsor should work with DOAV to resolve issues and prepare for resubmission of the EURP. 4.1.2.3 EURP Implementation **Both Part 1 - Entitlement Utilization Report and Part 2 - Entitlement Utilization Plan of the EURP must be approved before sponsors may spend entitlement funds.** In accordance with *Code of Virginia* §5.1-2.2:3 B, an airport sponsor may revise Part 2 after the initial VAB approval. Changes to Part 2 must be submitted to the department for review a minimum of 30 days prior to the next VAB meeting. Any revision must include the information described in 4.1.2.1.2 EURP Part 2 - Entitlement Utilization Plan. If at any time DOAV determines that an airport sponsor has expended state entitlement funds in a manner inconsistent with *Code of Virginia* §5.1-2.2:3.C, DOAV will recommend that the VAB withhold future entitlement fund disbursements until the funds are repaid and Part 2 is approved.
6.0 Airport Capital Program * It is the intent of the Virginia Aviation Board that sponsors properly plan for airport development. Long-range planning, typically for a 20-year horizon, is conducted through the development of airport master and layout plans. Planning for the near term is guided by the six-year Airport Capital Improvement Plan (ACIP) that identifies and prioritizes projects for facility development. This tool phases proposed projects over a six-year period and provides cost estimates, anticipated sources of funding, and justifications for project implementation. The projects listed in the six-year ACIP must be included on the airport layout plan and meet federal and state regulatory requirements.	4.1.3 Airport Capital Improvement Plan It is the intent of the Virginia Aviation Board that sponsors properly plan for airport development. Long-range planning, typically for a 20-year horizon, is conducted through the development of airport master and layout plans. Planning for the near term is guided by the 6-year Airport Capital Improvement Plan (ACIP) that identifies and prioritizes projects for facility development. The ACIP phases proposed projects over a 6-year period and provides cost estimates, anticipated sources of funding, and justifications for project implementation. The projects listed in the 6-year ACIP must be included on the airport layout plan and meet federal and state regulatory requirements.

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The VAB requires an airport sponsor to have a current six-year ACIP on file with DOAV in order to be eligible to receive state discretionary funds. The information contained in these plans is important to the development and maintenance of a strong statewide airport system as the plans: • establish an accurate assessment of Virginia's airport needs • provide DOAV with specific information to use in developing an accurate and comprehensive six-year budgetary program • assist DOAV in leveraging maximum federal funding for eligible sponsors and projects • provide the VAB with specific requests for state funding Normally, sponsors undertake six-year ACIP coordination during the third and fourth quarters of each fiscal year. Prior to the preparation of an ACIP, sponsors should hold a capital improvement planning meeting simultaneously with both DOAV and FAA, as appropriate. Airport sponsors may update their ACIP at anytime through Airport IQ. The VAB considers the majority of the eligible project requests during its first meeting of the fiscal year. Project requests may also be funded at subsequent VAB meetings during the fiscal year. Air carrier airport sponsors who will not be requesting state discretionary funds do not need to file a six-year ACIP. However, these sponsors must have a six-year ACIP on file with DOAV in order to be eligible to receive state discretionary funds.	The VAB requires a sponsor to have a current 6-year ACIP on file with DOAV in order to be eligible to receive state discretionary funds. The information contained in these plans is important to the development and maintenance of a strong statewide airport system as the plans: • establish an accurate assessment of Virginia's airport needs • provide DOAV with specific information to use in developing an accurate and comprehensive 6-year budgetary program • assist DOAV in leveraging maximum federal funding for eligible sponsors and projects • provide the VAB with specific requests for state funding Normally, sponsors undertake 6-year ACIP coordination during the third and fourth quarters of each fiscal year. Prior to the preparation of an ACIP, sponsors should hold a capital improvement planning meeting simultaneously with both DOAV and FAA, as appropriate. Sponsors may update their ACIP at anytime through Airport IQ. The VAB considers the majority of the eligible project requests during its first meeting of the fiscal year. Project requests may also be funded at subsequent VAB meetings during the fiscal year.
6.3.1 Filing of Airport Capital Improvement Plans Sponsors are responsible for filing and maintaining their ACIPs in Airport IQ. Each project entry in an ACIP must include the fiscal year in which the project is to be undertaken and the estimated project costs. Projects that will not involve state funding, such as a revenue producing building funded with federal and local money or only with local money, may be included to provide a more complete description of capital improvement activity at an airport. Sponsors are urged to run an Airport IQ report of their ACIP entries for their records. Sponsors will need to maintain their six-year ACIP by adding projects and estimated project costs for a sixth fiscal year at the end of each current fiscal year. If a sponsor does not have projects identified for outlying fiscal years, such as the fifth and sixth years of the six-year cycle, the sponsor does not need to enter anything into Airport IQ for those years. Revisions to ACIPs can be made at any time. A copy of an airport's ACIP and any revisions should be provided to the FAA Washington Airports District Office.	4.1.3.1 Filing of Airport Capital Improvement Plans Sponsors are responsible for filing and maintaining their ACIPs in Airport IQ. Each project entry in an ACIP must include the fiscal year in which the project is to be undertaken and the estimated project costs. Projects that will not involve state funding, such as a revenue producing building funded with federal and local money or only with local money, may be included to provide a more complete description of capital improvement activity at an airport. Sponsors are urged to run an Airport IQ report of their ACIP entries for their records. Sponsors will need to maintain their 6-year ACIP by adding projects and estimated project costs for a sixth fiscal year at the end of each current fiscal year. If a sponsor does not have projects identified for outlying fiscal years, such as the fifth and sixth years of the six-year cycle, the sponsor should create an entry in Airport IQ with "No Projects" as the project name for each of those years. Revisions to ACIPs can be made at any time. A copy of an airport's ACIP and any revisions should be provided to the FAA Washington Airports District Office.
6.1 Project Eligibility A wide range of development projects is eligible for the Airport Capital Program. Table 2 Examples of Eligible Airport Capital Projects lists many of the eligible projects, divided into general categories for reference. Details on specific projects are provided in Appendix A Airport Capital Program Eligible Project Examples, information on terminal buildings is provided in Appendix B Terminal Buildings, and information on access and perimeter roads is provided in Appendix C Access Roads. Table 2 Examples of Eligible Airport Capital Projects	4.1.4 Project Eligibility A wide range of development projects is eligible for the Airport Capital Program. Table 2 Eligible Airport Capital Projects Examples lists many of these projects, divided into general categories for reference. Details on specific projects are provided in Appendix A Airport Capital Program Eligible Projects, information on terminal buildings is provided in Appendix B Terminal Buildings, and information on access and perimeter roads is provided in Appendix C Access Roads. Table 2 Eligible Airport Capital Projects Examples

General Category	Specific Projects
planning studies	• master plans

General Category	Specific Projects
planning studies	• master plans

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	• airport layout plans		• airport layout plans
environmental studies	• environmental assessments • wetlands delineations • environmental due diligence audits	environmental studies	• environmental assessments • wetlands delineations • environmental due diligence audits
land acquisition	• appraisals • negotiation services • fee simple purchase and easements • administrative and legal costs	land acquisition	• appraisals • negotiation services • fee simple purchase and easements • administrative and legal costs
design and construction of airside facilities	• grading, paving, and drainage for public-use, non-revenue producing facilities • clearing and grubbing for construction, obstruction removal, and equipment installation • airport rescue and fire fighting buildings • utilities for public-use facilities • maintenance equipment storage buildings • site preparation for hangar construction • construction, installation, and removal activities for fuel storage systems	design and construction of airside facilities	• grading, paving, and drainage for public-use, non-revenue producing facilities • clearing and grubbing for construction, obstruction removal, and equipment installation • airport rescue and fire fighting buildings • utilities for public-use facilities • maintenance equipment storage buildings • site preparation for hangar construction • construction, installation, and removal activities for fuel storage systems
design and construction of landside facilities	• grading, paving, and drainage for public-use, non-revenue producing facilities • access roads • relocation of non-airport related facilities	design and construction of landside facilities	• grading, paving, and drainage for public-use, non-revenue producing facilities • access roads • relocation of non-airport related facilities
terminal buildings	• conceptual studies • design • construction	terminal buildings	• conceptual studies • design • construction

Projects that are revenue producing or will develop facilities for exclusive use by airport management or tenants are not eligible for the Airport Capital Program. Examples of ineligible projects include, but are not limited to:

- exclusive use hangars
- restaurants and cocktail lounges
- concessionaire facilities
- airline ticketing areas
- baggage handling areas, except those that are not revenue producing such as areas used by the Transportation Security Administration (TSA)
- airport management offices
- day facilities for sleeping accommodations
- office space and air traffic control facilities for lease to the Federal Aviation Administration, TSA, or a fixed base operator (FBO)

Projects that are revenue producing or will develop facilities for exclusive use by airport management or tenants are not eligible under the Airport Capital Program. Examples of ineligible projects include, but are not limited to:

- operational costs
- restaurants and cocktail lounges
- concessionaire facilities
- airline ticketing areas
- baggage handling areas exclusively leased or controlled by airlines
- airport management offices
- day facilities for sleeping accommodations
- office space and air traffic control facilities for lease to the Federal Aviation Administration, TSA, or a fixed base operator (FBO)

Exclusive use facilities are those facilities not all airport users may utilize due to the nature of the activities taking place in or from the facilities. Examples of exclusive use facilities are hangars for maintenance shops, charter services, and agricultural spraying operations. Exclusive use facilities are not eligible under the Airport Capital Program.

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In addition, projects related to facilities and equipment, general aviation security, maintenance, promotion, and air service development are not considered to be Airport Capital Program projects, as these programs are funded through the Aviation Special Fund. Sponsors should not list these projects as part of a six-year ACIP.	In addition, projects related to facilities and equipment, general aviation security, maintenance, promotion, and air service development are not considered to be Airport Capital Program projects, as these programs are funded through the Aviation Special Fund. Sponsors should not list these projects as part of a 6-year ACIP.
6.1.1 Eligible Projects After the Fact The process for capital project development typically flows from planning; through environmental coordination, property acquisition if needed, and design; to construction. For some portions of this development, preliminary work may be required in order for a final scope of work to be prepared. It is not always possible for a portion of an overall development objective to move forward in the normal development process, most often due to the availability of matching funds and timing to meet project completion schedules. To assist sponsors dealing with such a situation, the following project types are identified as eligible for reimbursement after completion, either as a stand-alone project or as part of another compatible project: • environmental studies if not a stand-alone environmental study grant • aeronautical studies • acquisition of land or easements necessary for approved airport development where the land is acquired in accordance with state and federal requirements and the services for such acquisition • field surveys • geotechnical work including soil borings • preliminary engineering work needed to develop a final scope or work for a planning or engineering project, including wetland delineation, solicitation of proposals, fee negotiation costs, and DBE related costs as part of federally funded projects • plans and specifications if not a stand-alone design grant • benefit-cost analysis • project level safety risk management analysis • project related airport layout plan revisions • grant administrative expenses for the projects in the grant • construction and equipment procurement costs such as bid advertisement **The VAB cannot guarantee that funding will be available for the project.** If a sponsor elects to move forward with an approved project, the sponsor assumes the risk that it may not be reimbursed for project costs. In order for this type of project to be eligible for state reimbursement, coordination between the sponsor, DOAV, and FAA, if applicable, must take place. The scope package for the project must be approved by DOAV and FAA, if applicable, prior to implementation of the project, and coordination with the agencies must be maintained during the implementation of the project. The project may be combined with another eligible project in a request for state funding. This policy applies to both federally and state funded projects. This policy will not be retroactive to projects completed before its adoption by the VAB.	4.1.4.1 Eligible Projects After the Fact The process for capital project development typically flows from planning; through environmental coordination, property acquisition if needed, and design; to construction. For some portions of this development, preliminary work may be required in order for a final scope of work to be prepared. It is not always possible for a portion of an overall development objective to move forward in the normal development process, most often due to the lack of available of matching funds and timing to meet project completion schedules. To assist sponsors dealing with such a situation, the following project types are identified as eligible for reimbursement after completion, either as a stand-alone project or as part of another compatible project: • environmental studies if not a stand-alone environmental study grant • aeronautical studies • acquisition of land or easements necessary for approved airport development where the land is acquired in accordance with state and federal requirements and the services for such acquisition • field surveys • geotechnical work including soil borings • preliminary engineering work needed to develop a final scope of work for a planning or engineering project, including wetland delineation, solicitation of proposals, fee negotiation costs, and DBE related costs as part of federally funded projects • plans and specifications if not a stand-alone design grant • benefit-cost analysis • project level safety risk management analysis • project related airport layout plan revisions • grant administrative expenses for the projects in the grant • construction and equipment procurement costs such as bid advertisement **The VAB cannot guarantee that funding will be available for the project.** If a sponsor elects to move forward with an approved project, the sponsor assumes the risk that it may not be reimbursed for project costs. In order for this type of project to be eligible for state reimbursement, coordination between the sponsor, DOAV, and FAA, if applicable, must take place. The scope package for the project must be approved by DOAV and FAA, if applicable, prior to implementation of the project, and coordination with the agencies must be maintained during the implementation of the project. The project may be combined with another eligible project in a request for state funding. Failure to coordinate with DOAV and FAA, if applicable, could jeopardize the project. This policy applies to both federally and state funded projects.

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3.1.1.3.1 Entitlement Only Projects Certain projects have been determined to be eligible only for the expenditure of state entitlement funds, referred to as entitlement only projects. Sponsors cannot request state discretionary funds for these projects. Most of these projects relate to expanded maintenance projects and purchases or are directly related to meeting safety and performance standards established by FAR Part 139 and TSAR 1542. Projects that are eligible only for state entitlement funds include, but are not limited to: • debt service retirement • aircraft removal systems • construction of ARFF simulator facilities and the provision of their related equipment, such as simulator pad, airfield access, and propane • maintenance contracts and repairs related to systems and equipment • purchase of equipment for snow and ice removal and treatment that exceeds a snow removal equipment plan for a FAR Part 139 airport • purchase of firearms and body armor for law enforcement officers employed by the airport • procurement of equipment, videos, and consultant services used to meet FAR Part 139 and TSAR 1542 training requirements • improvements and training needed for OSHA compliance The project priority score for entitlement only projects is zero, with the exception of debt service retirement. When the sponsor of an air carrier airport needs to request state discretionary funding, the project request evaluation process would begin with the scoring of all of the projects in the airport's Airport Capital Improvement Plan for the appropriate fiscal year. The state entitlement funds available to the airport would be allocated to the highest scoring projects. The remaining projects would then compete for air carrier/reliever discretionary funds to be allocated by the VAB. From those allocated state discretionary funds, deductions would be taken equal to the state's share of expenditures made for any entitlement only project already undertaken within the fiscal year.	4.1.4.2 Entitlement Only Projects Certain projects have been determined to be eligible only for the expenditure of state entitlement funds, referred to as entitlement only projects. Sponsors cannot request state discretionary funds for these projects. Most of these projects relate to expanded maintenance projects and purchases or are directly related to meeting safety and performance standards established by FAR Part 139 and TSAR 1542. Projects that are eligible as entitlement only projects include, but are not limited to: • debt service retirement • construction of ARFF simulator facilities and the provision of their related equipment, such as simulator pad, airfield access, and propane • emergency generator at ARFF and snow removal equipment buildings Sponsors should contact DOAV if they have a question on the eligibility of a project before expending entitlement funds. The project priority score for entitlement only projects is zero, with the exception of debt service retirement. When the sponsor of an air carrier airport needs to request state discretionary funding, the project request evaluation process would begin with the scoring of all of the projects in the airport's Airport Capital Improvement Plan for the appropriate fiscal year. The state entitlement funds available to the airport would be allocated to the highest scoring projects. The remaining projects would then compete for air carrier/reliever discretionary funds to be allocated by the VAB. From those allocated state discretionary funds, deductions would be taken equal to the state's share of expenditures made for any entitlement only project already undertaken within the fiscal year.
3.1.1.3.2 Projects Outside of Normal Expenditures Certain projects not listed or generally described in this manual have been determined to be outside of normal project expenditures. If the sponsor of an air carrier airport uses state entitlement funds for such a project, the state's share of the project cost will be counted against new requests for state discretionary funding. DOAV will maintain an accounting of project activity outside of normal project expenditures. When a sponsor for an air carrier airport requests state discretionary spending, the balance in the accounting will be deducted from the state's share of the requested project. Projects will be retained in the accounting until they are deducted from a state discretionary project request or they have been on record for six fiscal years, at which time the projects will be removed from the accounting. Projects that are considered outside of normal project expenditures include, but are not limited to: • aviation promotion projects • air service development projects • landside passenger shuttles • recurring operational costs • airport personnel salaries and benefits	

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5.0 Project Eligibility Requirements The types of projects eligible under the different funding programs are described in the following chapters. Some elements of projects that are planned and designed to meet locality requirements or sponsor preferences may not be eligible for state funding. Examples of these elements include, but are not limited to, certain signage on access roads and signature architecture for buildings. Sponsors must insure that a project is consistent with local zoning ordinances and building codes. Projects for operational activities on an airport are not eligible for state funding under any of the programs under the authority of the VAB or DOAV. Projects to bring an airport into compliance with the state's minimum airport licensing standards as stated in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* are eligible. 5.1 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • The proposed project must be shown on an airport layout plan approved by DOAV and FAA as appropriate. • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • If a sponsor is applying for state funds to match a federal project that requires a benefit cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project.	4.1.4.3 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • The proposed project must be shown on an airport layout plan approved by DOAV and FAA as appropriate. • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • If a sponsor is applying for state funds to match a federal project that requires a benefit cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project. • A sponsor must insure that a project is consistent with local zoning ordinances and building codes. Projects to bring an airport into compliance with the state's minimum airport licensing standards as stated in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* are eligible. Some elements of projects that are planned and designed to meet locality requirements or sponsor preferences may not be eligible for state funding. Examples of these elements include, but are not limited to, certain signage on access roads and signature architecture for buildings. Projects for operational activities on an airport are not eligible for state funding under any of the programs under the authority of the VAB or DOAV.
6.2 State Participation Due to the limited availability of public funds and in an attempt to make funding available to as many sponsors as possible, the VAB has placed a limit on the total dollar amount of allocations an airport sponsor may receive in each fiscal year. No single airport sponsor may receive allocations totaling more than 25 percent of a current fiscal year's adjusted resources as determined by DOAV. After January 1, this funding limit is removed. 6.2.1 State Entitlement Funds State entitlement funds can be used for any eligible project under the Airport Capital Program. Air carrier airports may use their state entitlement funds to cover 100 percent of the non-federal share of federal projects. This provision applies only to federally funded projects where state entitlement funds will be used solely to fund the entire non-federal amount. If state discretionary funds are combined with state entitlement funds for the non-federal share, the total amount of state funds allocated to a project cannot exceed 60 percent of the non-federal share. When an airport sponsor or project is not eligible for federal funds or federal funds are not available, state entitlement funds may be used for state funded projects. For most state funded projects, state entitlement funds may be used for a maximum of 80 percent of eligible project costs. Local funds must be used for the remaining costs. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.	4.1.5 State Participation Due to the limited availability of public funds and in an attempt to make funding available to as many sponsors as possible, the VAB has placed a limit on the total dollar amount of allocations an airport sponsor may receive in the first six months of a fiscal year. No single airport sponsor may receive allocations totaling more than 25 percent of a current fiscal year's CAF adjusted resources as determined by DOAV. After January 1, this funding limit is removed. Sponsors of air carrier airports may use their state entitlement funds to cover 100 percent of the non-federal share of an AIP grant. If state discretionary funds are combined with state entitlement funds for the non-federal share of an AIP grant, the total amount of state funds allocated to a project cannot exceed 80 percent of the non-federal share. When a project is not eligible for federal funds or federal funds are not available, state entitlement funds may be used for state funded projects. For most state funded projects, state entitlement funds may be used for a maximum of 80 percent of eligible project costs. Local funds must be used for the remaining costs. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.

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6.2.2 State Discretionary Funds Airport sponsors should maximize the availability of federal funding; therefore, airport sponsors shall request funding for federally eligible projects through the FAA AIP. For a federally funded project where state discretionary funds will be used to match currently available federal funds, the state participates at the rate of 80 percent of the non-federal share of eligible project costs. The current federal share of these projects is 90 percent, resulting in the state share of 8 percent and the local share of 2 percent. For federally eligible projects that FAA has determined not to include in the AIP, the project may be eligible for funding at the state participation rate of 80 percent. If federal funding is programmed within the next 48 months, DOAV may recommend funding the project as a state funded bridge loan at the state participation rate of 80 percent. When an airport sponsor or project is not eligible for federal funds or federal funds are not available, the VAB may allocate state discretionary funds to eligible projects. The participation rate varies depending on the type of project. For most state funded projects, the state participation is 80 percent of the eligible project costs. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.	Sponsors should maximize the availability of federal funding; therefore, sponsors shall request funding for federally eligible projects through the FAA AIP. For a federally funded project where state discretionary funds will be used to match currently available federal funds, the state participates at the rate of 80 percent of the non-federal share of eligible project costs. The current federal share of these projects is 90 percent, resulting in the state share of 8 percent and the local share of 2 percent. For federally eligible projects that FAA has determined not to include in the AIP, the project may be eligible for funding at the state participation rate of 80 percent. When an airport sponsor or project is not eligible for federal funds or federal funds are not available, the VAB may allocate state discretionary funds to eligible projects. The participation rate varies depending on the type of project. For most state funded projects, the state participation is 80 percent of the eligible project costs. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.
6.2.3 Multiple Funding Sources In the event available federal money is not sufficient to meet a sponsor's needs and other sources are available, such as VDOT or the Department of Homeland Security, the sponsor should seek the use of funds from those sources before applying for state aviation funding.	4.1.5.1 Multiple Funding Sources In the event available federal funding is not sufficient to meet a sponsor's needs and other sources are available, such as VDOT or the Department of Homeland Security, the sponsor should seek the use of funds from those sources before applying for state aviation funding.
6.2.3.1 Insufficient FAA Funding When there are insufficient federal funds to complete programming of a federally funded project and the airport sponsor desires to use additional state discretionary or entitlement funds to finance the project, the project as a whole shall be separated into two grants. One grant will use the federal funding ratio of 90 percent federal and 8 percent non-federal, and the other grant will use the state funding ratio based on the type of project.	4.1.5.2 Insufficient FAA Funding When there are insufficient federal funds to complete programming of a federally funded project and the airport sponsor desires to use additional state discretionary or entitlement funds to finance the project, the project as a whole shall be separated into two grants. One grant will use the federal funding ratio of 90 percent federal and 8 percent non-federal, and the other grant will use the state funding ratio based on the type of project.
6.2.3.2 Application of Other Funding Sources Sponsors should maximize all other funding sources before applying for state funding. When there are multiple sources of funding available to finance a project, they will be applied in the following order: • federal agencies, such as the Department of Homeland Security • FAA • state agencies and entities, such as VDOT and the Tobacco Commission • DOAV • airport sponsors Sponsors seeking funding for access roads should maximize VDOT funds to the greatest extent possible prior to applying for federal and state aviation funding. VDOT funds are considered a state funding source and cannot be used as the local share of a project. The department will work with the sponsor to determine the overall funding levels for these projects.	4.1.5.3 Application of Other Funding Sources Sponsors should maximize all other funding sources before applying for state funding. When there are multiple sources of funding available to finance a project, they will be applied in the following order: • federal agencies, such as the Department of Homeland Security • FAA • state agencies and entities, such as VDOT and the Tobacco Commission • DOAV • airport sponsors Sponsors seeking funding for access roads should maximize VDOT funds to the greatest extent possible prior to applying for federal and state aviation funding. VDOT funds are considered a state funding source and cannot be used as the local share of a project. The department will work with the sponsor to determine the overall funding levels for these projects.
5.2 Project Scoping Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to:	4.1.6 Project Scoping When a sponsor will utilize both state entitlement and discretionary funds for a project, project scoping must be conducted. Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited

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• substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure • extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project The consultants and contractors participating in projects must be appropriately licensed and/or certified. DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.	to: • substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure • extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project The consultants and contractors participating in projects must be appropriately licensed and/or certified. DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.
A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above	A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above
Eligible project costs related to planning and engineering efforts by professional services consultants may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV. For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA	Eligible project costs related to planning and engineering efforts by professional services consultants may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. DOAV will only fund A-E work authorizations prepared on a "cost plus fixed fee, not to exceed" basis unless not deemed appropriate to the project type. For state funded projects, costs associated with assumption of risk are not eligible. In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV. For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA

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Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents. The timing for submitting a scope for approval and any additional scoping requirements will be described in the appropriate funding program chapter.	Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents.
6.3 Application Process Sponsors will file six-year Airport Capital Improvement Plans (ACIPs) and submit project requests for funding through Airport IQ. Updated reference information pertaining to the preparation of ACIPs and project request submissions for an upcoming fiscal year will be provided to airport sponsors in the third quarter of each fiscal year. The information will also be posted on DOAV's website.	4.1.7 Application Process When sponsors will utilize discretionary funds for a projects, either alone or with entitlement funds, the sponsors must submit project requests from their 6-year ACIPs on file through Airport IQ. DOAV will provide updated reference information pertaining to the preparation of ACIPs and project request submissions for an upcoming fiscal year to airport sponsors in the third quarter of each fiscal year.
6.3.2 Submission of Project Scopes For state funded projects, sponsors must to insure that scopes of work and related documents are approved by DOAV prior to the project request submission deadline. • For state funded planning studies, environmental studies, and engineering designs, a sponsor must provide a scope of work, including fee estimates and man-hours by task. • For state funded construction projects, a sponsor shall provide bids and construction management fee estimates and man-hours by task. • For state funded bridge loans as described in 6.7.4 Bridge Loans, scope packages must be approved by DOAV and FAA prior to the submission of the request in Airport IQ. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved by the VAB, sponsors can request an increase as described in 6.3.3.2 Submission of Requests for Increases, 6.6.1 Grant Amendments, and 6.6.2 Change Orders. For federally funded projects, the sponsor must provide DOAV with a copy of the scope of work as described above for planning studies, environmental studies, and engineering designs.	4.1.7.1 Submission of Project Scopes Sponsors must insure that scopes of work and related documents are approved by DOAV prior to the project request submission deadline. Sponsors must submit the following required documentation for review at least 30 days prior to a submission deadline. • For planning studies, environmental studies, and engineering designs, a sponsor must provide a scope of work, including fee estimates and man-hours by task. • For construction projects, a sponsor shall provide as-bid plans and specifications, bids, and construction management fee estimates and man-hours by task. For state funded bridge loans as described in 4.1.10.4 Bridge Loans, scope packages must be approved by DOAV and FAA at least 30 days prior to a submission deadline. The required documentation must be approved in order for DOAV to make a recommendation for funding to the VAB. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved by the VAB, sponsors can request an increase as described in 4.1.7.3 Submission of Requests for Increases, 4.1.10.2 Grant Amendments, and 4.1.10.3 Change Orders. When a sponsor is utilizing consultant services for a project, the contract between the sponsor and consultant must be valid when scopes, plans and specifications, and reimbursement requests are submitted for review.
6.3.3 Submission of Project Requests When a sponsor is ready for a project to be presented to the VAB for consideration, the project needs to be submitted for evaluation through Airport IQ. The submission process involves revising the ACIP project entry as needed and providing the required supporting documentation. Sponsors may submit project requests for consideration at regularly scheduled meetings of the VAB at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions. The submissions must be completed by midnight of the due date. A schedule of submission	4.1.7.2 Submission of Project Requests When a sponsor is ready for a project to be presented to the VAB for consideration, the project needs to be submitted for evaluation through Airport IQ. The submission process involves revising the ACIP project entry as needed and providing the required supporting documentation. Sponsors may submit project requests for consideration at regularly scheduled meetings of the VAB at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions. The submissions must be completed by midnight of the due date. A schedule of submission

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due dates and the dates of the VAB meetings is provided to sponsors as part of the resource information distributed in the third quarter of each fiscal year and is posted on DOAV's website. With the exception of emergency requests and missed opportunities as described in 6.7 Special Requests for Airport Capital Program Funding, project requests received after a submission deadline will not be considered for funding at the upcoming VAB meeting. The sponsor will need to submit the project request for a subsequent meeting. Each project request entry must include the fiscal year in which the project is to be undertaken and the estimated project cost, listed by federal, state, and local funding sources as appropriate. Cost estimates should be as accurate as possible so a sponsor does not have to seek additional funding from the VAB at a later date or that the VAB does not obligate more funds than those needed to complete a project. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost. After a project request has been submitted, the only changes DOAV will accept are a project cost change, either an increase or decrease, or a change to a scope for a project that has previously received a tentative allocation. A sponsor needs to notify DOAV in writing of a project cost decrease as soon as it is known so the cost difference can be available for other projects. If a sponsor identifies an error after the project has been submitted, the sponsor needs to provide DOAV with a written notification of the error. DOAV will make the appropriate changes and corrections to the project request. If a sponsor wants or needs to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written withdrawal request, submitted by mail or email. Projects included in ACIPs that will not involve state funding, such as a revenue producing building funded with federal and local money or only with local money, should not be submitted for consideration.	due dates and the dates of the VAB meetings is provided to sponsors as part of the resource information distributed in the third quarter of each fiscal year and is posted on DOAV's website. With the exception of emergency requests and missed opportunities as described in 4.2.9 Special Requests for Airport Capital Program Funding, project requests received after a submission deadline will not be considered for funding at the upcoming VAB meeting. The sponsor will need to submit the project request for a subsequent meeting. Each project request entry must include the fiscal year in which the project is to be undertaken and the estimated project cost, listed by federal, state, and local funding sources as appropriate. Cost estimates should be as accurate as possible so a sponsor does not have to seek additional funding from the VAB at a later date or that the VAB does not obligate more funds than those needed to complete a project. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost. After a project request has been submitted, the only change DOAV will accept is a project cost change, either an increase or decrease. A sponsor needs to notify DOAV in writing of a project cost decrease as soon as it is known so the cost difference can be available for other projects. If a sponsor identifies an error after the project has been submitted, the sponsor needs to provide DOAV with a written notification of the error. DOAV will make the appropriate changes and corrections to the project request. If a sponsor wants to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written withdrawal request, submitted by regular mail or email. Projects included in ACIPs that will not involve state funding, such as a revenue producing building funded with federal and local money or only with local money, should not be submitted for consideration.
6.3.3.1 Supporting Documents for Project Requests The following supporting documentation must be submitted with the project request: • a project narrative that provides the justification for the project and information on the work required to implement the project • a sketch that graphically depicts the proposed project as it relates to the airport layout plan • documentation of environmental coordination and findings Additional supporting documents may be needed for some project requests. They will be noted in project descriptions in the appendices. All supporting documents must be submitted through Airport IQ. The documents may be in Word, Excel, or PDF formats.	4.1.7.2.1 Supporting Documents for Project Requests The following supporting documentation must be submitted with the project request: • a project narrative • a sketch • documentation of environmental coordination and findings Additional supporting documents may be needed for some project requests. They will be noted in project descriptions in the appendices. For a privately owned, public-use airport, a sponsor must have a valid Credit Line Deed of Trust, as described in 3.3.1 Credit Line Deed of Trust, to be eligible to receive a grant agreement. The Credit Line Deed of Trust must be in place by the submission deadline and must have a sufficient balance to cover all phases of the overall development objective. All supporting documents must be submitted through Airport IQ. The documents may be in Word, Excel, or PDF formats.
6.3.3.1.1 Narrative The narrative must provide the justification for the project and information on the work required to implement the project. Sponsors are strongly urged to provide focused and factual information in the	4.1.7.2.1.1 Narrative The narrative must provide the justification for the project and information on the work required to implement the project. Sponsors are strongly urged to provide focused and factual information in the

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narrative so the review process can proceed in a timely manner and priority scoring can be as accurate as possible. A sponsor's administrative costs should be noted in a narrative.	narrative so the review process can proceed in a timely manner and priority scoring can be as accurate as possible. A sponsor's administrative costs should be noted in a narrative. When multiple projects are being requested for a VAB meeting, the sponsor may provide all the project narratives in one document.
6.3.3.1.2 Sketch The format of a sketch must: • be sized to 8 ½ by 11 inches • be at gray scale • have a maximum file size of 100kb • not use aerial photography When multiple projects are being requested for a VAB meeting, the sponsor may provide all project narrative in one document and show all projects on one sketch. For project requests for eligible equipment, such as an ARFF truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.	4.1.7.2.1.2 Sketch The sketch needs to show the location of a project as presented on the airport layout. The format of a sketch must: • be legible • be sized to 8 ½ by 11 inches • have a maximum file size of 100kb It is preferred that a sketch be at gray scale and not use aerial photography, but color and photos may be used in a sketch the must have a maximum file size of 100 kb. When multiple projects are being requested for a VAB meeting, the sponsor may show all projects on one sketch. For project requests for eligible equipment, such as an ARFF truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.
6.3.3.1.3 Documentation of Environmental Findings Documentation of environmental findings is needed for design, construction, and design/construction projects, including projects for terminal buildings, signage, landscaping. This documentation is also needed for land acquisition. For environmental documents such as a Form C or Environmental Assessment, the sponsor should submit the Finding of No Significant Impact with the project request. The finding for a determination on coastal zone consistency must be part of this documentation when an airport in located in an area under the Virginia Coastal Zone Management Program.	4.1.7.2.1.3 Documentation of Environmental Findings Documentation of environmental findings is needed for design, construction, and design/construction projects, including projects for land acquisition, terminal buildings, signage, and landscaping. For environmental documents such as an Environmental Assessment, the sponsor should submit the Finding of No Significant Impact with the project request. The finding for a determination on coastal zone consistency must be part of this documentation when an airport is located in an area under the Virginia Coastal Zone Management Program.
6.3.3.1.4 Documents for Federal Funding Eligibility When a project is eligible for federal funding and the project request is being submitted to DOAV as a state funded request, the sponsor must provide DOAV with documentation that federal funding was requested and not included in FAA's AIP within one fiscal year. The most recent annual AIP request from a sponsor to FAA will suffice as proof of a request for federal funding. If a project is not in the most recent annual AIP, a sponsor must copy DOAV on the updated request for FAA funding, dated prior to the state funding request submission deadline. If FAA has denied a project request, documentation of that denial is needed.	4.1.7.2.1.4 Documents for Federal Funding Eligibility When a project is eligible for federal funding and the project request is being submitted to DOAV as a state funded request, the sponsor must provide DOAV with confirmation that federal funding was requested and not included in FAA's AIP within one fiscal year. The most recent annual AIP request from a sponsor to FAA will suffice as proof of a request for federal funding. If a project is not in the most recent annual AIP, a sponsor must copy DOAV on the updated request for FAA funding, dated prior to the state funding request submission deadline. If FAA has denied a project request, the sponsor must provide DOAV with confirmation of that denial.
6.3.3.2 Submission of Requests for Increases If the project request is for an increase to an existing tentative allocation or an existing grant, the project request must include the amount of the increase for federal, state, and local funding sources as appropriate, not just the increase in the state funding. When a sponsor has an existing tentative allocation or an existing grant and needs an increase that exceeds 10 percent of the original grant amount, a project request must be submitted to the Virginia Aviation Board for approval. This request needs to include the increase in all the applicable funding sources. If federal, state, and local funds are utilized, the projected cost of the increase can be used in the request. If state and local funds are to be utilized, the amount of the increase, along with supporting scope changes or bids, must be approved by DOAV and used in the request.	4.1.7.3 Submission of Requests for Increases If the project request is for an increase to an existing tentative allocation or an existing grant, the project request must include the amount of the increase for federal, state, and local funding sources as appropriate, not just the increase in the state funding. When a sponsor has an existing tentative allocation or an existing grant and needs an increase that exceeds 10 percent of the original grant amount, a project request must be submitted to the Virginia Aviation Board for approval. This request needs to include the increase in all the applicable funding sources. If federal, state, and local funds are utilized, the projected cost of the increase can be used in the request. If state and local funds are to be utilized, the amount of the increase, along with supporting scope changes or bids, must be approved by DOAV and used in the request.

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The supporting documentation noted in 6.6.3.1 Supporting Documents for Project Requests must be provided for this type of request.	The supporting documentation noted in 4.1.7.2.1 Supporting Documents for Project Requests must be provided for this type of request.
6.3.3.3 Submission of Requests for Changes to Scope If a need is identified that requires a change in scope for a state funded project for which a tentative allocation has been awarded or a grant agreement is effective, a request for the change needs to be submitted so it can be evaluated and presented to the VAB. Changes in footage or yardage on projects like apron construction are considered as changes in scope that need to go before the VAB. The supporting documentation noted in 6.6.3.1 Supporting Documents for Project Requests must be provided for this type of request. The narrative needs to describe the issue that is generating the need for change and the actions to be taken to address the issue. If the change in scope increases the cost of the project, the increased amount in state and local funding sources must be provided with the project request. Changes in scope to federally funded projects where the change is initiated or has been approved by FAA do not need to be submitted through Airport IQ for DOAV evaluation or presented to the VAB. These changes must be coordinated with DOAV.	4.1.7.4 Submission of Requests Scope Modifications If a need is identified that requires a change in scope for a state funded project for which a tentative allocation has been awarded or a grant agreement is effective, a request for the change needs to be submitted so it can be evaluated and presented to the VAB. Increases in quantities or areas to projects require VAB approval. The supporting documentation noted in 4.1.7.2.1 Supporting Documents for Project Requests must be provided for this type of request. The narrative needs to describe the issue that is generating the need for change and the actions to be taken to address the issue. If the change in scope increases the cost of the project, the increased amount in state and local funding sources must be provided with the project request. Changes in scope to federally funded projects where the change is initiated or has been approved by FAA do not need to be submitted through Airport IQ for DOAV evaluation or presented to the VAB if the cost does not increase. These changes must be coordinated with DOAV. If a sponsor wants to use an existing tentative allocation for another eligible project, the sponsor must return the tentative allocation to the Commonwealth Airport Fund and submit a project request for the new project. If a sponsor wants to use an existing grant for another eligible project, the sponsor must return the balance of the grant amount to the Commonwealth Airport Fund and submit a project request for the new project.
6.4 Evaluation and Selection Process DOAV carefully reviews each project request and prioritizes project requests as part of the evaluation process. Recommendations are made to the VAB for action.	4.1.8 Evaluation and Selection Process DOAV carefully reviews each project request and prioritizes project requests as part of the evaluation process. Recommendations are made to the VAB for action.
6.4.1 DOAV Review of Project Requests DOAV will review each submitted project request upon receipt for initial eligibility and will contact the sponsor if required supporting documentation is missing. A sponsor's failure to provide any of the required supporting documentation so requested by DOAV within five business days of notification will result in a departmental recommendation to disapprove a project request. DOAV will then review the submitted project requests to ensure they meet the intent of the Virginia Aviation Regulations and VAB policies. This review includes determining if sponsor and project eligibility requirements are satisfied. DOAV uses the checklist in Table 3 DOAV Project Review Checklist as a guide for its review. Sponsors should use the checklist as a review tool when preparing project requests and supporting documentation. Any additional supporting documentation requested by the department as part of this review process shall be provided within five business days of the request. A sponsor's failure to provide the additional supporting documentation within five business days of the department's request will result in a departmental recommendation to disapprove a project request. Table 3 DOAV Project Review Checklist	4.1.8.1 DOAV Review of Project Requests DOAV will review each submitted project request upon receipt for initial eligibility and will contact the sponsor if required supporting documentation is missing. A sponsor's failure to provide any of the required supporting documentation so requested by DOAV within five business days of notification will result in a departmental recommendation to disapprove a project request. DOAV will then review the submitted project requests to ensure they meet the intent of the Virginia Aviation Regulations and VAB policies. This review includes determining if sponsor and project eligibility requirements are satisfied. DOAV uses the checklist in Table 3 DOAV Project Review Checklist as a guide for its review. Sponsors should use the checklist as a review tool when preparing project requests and supporting documentation. Any additional supporting documentation requested by the department as part of this review process shall be provided within five business days of the request. A sponsor's failure to provide the additional supporting documentation within five business days of the department's request will result in a departmental recommendation to disapprove a project request. Table 3 DOAV Project Review Checklist

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• Is the project shown on the approved ALP, and does it conform to the approved ALP? • Is environmental coordination required, and if so, has a finding been received? • Is a determination of coastal zone consistency required, and if so, has the finding been received? • Is the sponsor eligible for this project, based on the airport's service role? • Has DOAV approved the scope of work or bids for a state funded project? • Has the cost estimate been verified? • Do approach surfaces meet applicable obstruction standards? • Does the airport meet minimum standards for licensing? • What is the rating on pavement condition index, if applicable?	• Is the project shown on the approved ALP, and does it conform to the approved ALP? • Is environmental coordination required, and if so, has a finding been received? • Is a determination of coastal zone consistency required, and if so, has the finding been received? • Is the sponsor eligible for this project, based on the airport's service role? • Has DOAV approved the scope of work or bids for a state funded project? • Has the cost estimate been verified? • Do approach surfaces meet applicable obstruction standards? • Does the airport meet minimum standards for licensing? • What is the rating on pavement condition index, if applicable?
6.4.2 Project Priority Scoring The next evaluation step utilizes a project priority system that was developed by DOAV and airport sponsors and adopted by the VAB. The intent of the system is to objectively prioritize statewide needs so financial resources can be allocated to the highest priority projects. With this system, each project request is scored on: • a project's merit, such as safety and capacity • an airport's activity and role within the state system • a sponsor's responsibility for maintenance and protection of the airport The current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeding minimum requirement; one point is assigned for each percent that exceeds the minimum requirement. When an air carrier airport sponsor wants to use state discretionary funds in addition to state entitlement funds, the project priority system is applied to all the project requests submitted as described in 6.3.4 Air Carrier Application for State Discretionary Funds, resulting in a prioritized list of projects. All of the sponsor's state entitlement funds will be allocated to the highest priority project requests on the list. State discretionary funds will then be allocated to the remaining project requests. Funding amounts will be adjusted in accordance with 3.1.1.3.1 Entitlement Only Projects and 3.1.1.3.2 Projects Outside of Normal Expenditures. All of the project requests will be presented to the VAB for consideration.	4.1.8.2 Project Priority Scoring The next evaluation step utilizes a project priority system that was developed by DOAV and airport sponsors and adopted by the VAB. The intent of the system is to objectively prioritize statewide needs so financial resources can be allocated to the highest priority projects. With this system, each project request is scored on: • a project's merit, such as safety and capacity • an airport's activity and role within the state system • a sponsor's responsibility for maintenance and protection of the airport The current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeding minimum requirement; one point is assigned for each percent that exceeds the minimum requirement. When an air carrier airport sponsor wants to use state discretionary funds in addition to state entitlement funds, the project priority system is applied to all the project requests submitted as described in 4.1.1 Utilization of State Entitlement and Discretionary Funds, resulting in a prioritized list of projects. All of the sponsor's state entitlement funds will be allocated to the highest priority project requests on the list. State discretionary funds will then be allocated to the remaining project requests. Funding amounts will be adjusted in accordance with 4.1.4.2 Entitlement Only Projects. All of the project requests will be presented to the VAB for consideration.
6.4.3 Recommendations DOAV uses the scoring from the project priority system and its individual project request evaluations to prepare recommendations for the VAB. In addition, when any sponsor requests discretionary funding for a federally funded project, DOAV will only recommend approval to the board if FAA has the project programmed in the federal fiscal year corresponding to the state fiscal year. For example, if a project is in the state program for Fiscal Year 2017 and the federal program for Fiscal Year 2016, DOAV would recommend the project. If the project is listed two years out in the FAA program, DOAV would not recommend matching the federal funding. DOAV is required to provide the recommendations to members of the VAB at least 10 business days prior to regular VAB meetings. These recommendations are posted on the department's website for VAB member and sponsor review. DOAV recommendations are formally presented to the VAB at its regular meetings. VAB approval of a project request constitutes the issuance of a tentative allocation of funds, contingent on the sponsor	4.1.8.3 Recommendations DOAV uses the scoring from the project priority system and its individual project request evaluations to prepare recommendations for the VAB. In addition, when any sponsor requests discretionary funding for a federally funded project, DOAV will only recommend approval to the board if FAA has the project programmed in the federal fiscal year corresponding to the state fiscal year. For example, if a project is in the state program for Fiscal Year 2017 and the federal program for Fiscal Year 2016, DOAV would recommend the project. If the project is listed two years out in the FAA program, DOAV would not recommend matching the federal funding. DOAV is required to provide the recommendations to members of the VAB at least 10 business days prior to regular VAB meetings. DOAV recommendations are formally presented to the VAB at its regular meetings. VAB approval of a project request constitutes the issuance of a tentative allocation of funds, contingent on the sponsor

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certifying that local funds are available to support the cost of the proposed project. The VAB may disapprove project requests due to the lack of available state funding, incomplete technical elements of the project request, or unmet eligibility criteria. All disapproved project requests will be returned to sponsors through Airport IQ. For project requests disapproved due to incomplete technical elements of the request or unmet eligibility criteria, the sponsor should work with DOAV to resolve outstanding issues prior to submitting the revised project requests and supporting documentation for a subsequent VAB meeting. For disapprovals based on funding limitations, sponsors should resubmit the project requests and supporting documentation for the next scheduled VAB meeting. The project request and supporting documentation should be revised as needed.	certifying that local funds are available to support the cost of the proposed project. The VAB may disapprove project requests due to the lack of available state funding, incomplete technical elements of the project request, or unmet eligibility criteria. All disapproved project requests will be returned to sponsors through Airport IQ. For project requests disapproved due to incomplete technical elements of the request or unmet eligibility criteria, the sponsor should work with DOAV to resolve outstanding issues prior to submitting the revised project requests and supporting documentation for a subsequent VAB meeting. For disapprovals based on funding limitations, sponsors should resubmit the project requests and supporting documentation for the next scheduled VAB meeting. The project request and supporting documentation should be revised as needed.
6.5 Agreement Process The agreement process begins with the award of tentative allocations. These in turn lead to a sponsor's submission of a grant application and DOAV's offer of a grant.	4.1.9 Agreement Process The agreement process begins with the award of tentative allocations. These in turn lead to a sponsor's submission of a grant application and DOAV's offer of a grant.
6.5.1 Tentative Allocations After each VAB meeting, DOAV sends a notification memorandum to airport sponsors listing which projects were approved and disapproved. The notification directs sponsors to submit state grant applications for approved state funded projects to DOAV within 60 calendar days of the notice of approval and reminds them that outstanding tentative allocations for state funded projects may be withdrawn by the VAB. The notification also reminds sponsors that no state reimbursements will be made until a state grant has been executed for a project. If a sponsor finds that the amount of the tentative allocation is not sufficient to produce a useable deliverable from the project's scope of work, the sponsor should contact the assigned DOAV planner or engineer immediately. If a project's cost increases after the VAB has awarded a tentative allocation and before a grant agreement is executed, a sponsor may request an increase in the allocation. DOAV will review the justification for the cost change and may increase the tentative allocation by up to 10 percent, contingent on the availability of state funds. Requests for tentative allocation increases exceeding 10 percent must be presented to the VAB for action at a regularly scheduled meeting. The request must be submitted through Airport IQ as a project request for the amount of the increase only. The appropriate supporting documentation must also be submitted. A sponsor may receive an increase on a state funded project from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same tentative allocation. If an airport sponsor determines that it cannot act on an existing tentative allocation, the sponsor must notify the department as soon as possible so the funds can be returned to the Commonwealth Airport Fund for allocation to eligible projects. 6.5.1.1 Tentative Allocation Extensions If a state grant application has not been received by DOAV within 60 calendar days of the tentative allocation award, DOAV will contact the sponsor regarding its intention for the tentative allocation. If the sponsor plans to seek a 60-day extension from the VAB, the sponsor must submit to DOAV a written extension request, by letter, email, or fax. The written request must include an explanation as to why a grant application has not been submitted. If DOAV does not receive an extension request by the due date provided to the sponsor, it will recommend to the VAB that the tentative allocation be withdrawn. Requests for extensions and recommendations for withdrawal will be presented to the VAB at the next scheduled meeting. If a grant application has not been received by DOAV within the 60-day extension period, DOAV will again contact the sponsor regarding its intention for the tentative allocation. If the sponsor plans to seek	4.1.9.1 Tentative Allocations After each VAB meeting, DOAV sends a notification memorandum to airport sponsors listing which projects were approved and disapproved. The notification directs sponsors to submit state grant applications for approved state funded projects to DOAV within 60 calendar days of the notice of approval and reminds them that outstanding tentative allocations for state funded projects may be withdrawn by the VAB. The award of a tentative allocation is not an authorization to proceed with a project. A sponsor must have an executed grant agreement prior to beginning work or obtaining goods. If a sponsor finds that the amount of the tentative allocation is not sufficient to produce a useable deliverable from the project's scope of work, the sponsor should contact the assigned DOAV planner or engineer immediately. If a project's cost increases after the VAB has awarded a tentative allocation and before a grant agreement is executed, a sponsor may request an increase in the allocation. DOAV will review the justification for the cost change and may increase the tentative allocation by up to 10 percent, contingent on the availability of state funds. Requests for tentative allocation increases exceeding 10 percent must be presented to the VAB for action at a regularly scheduled meeting. The request must be submitted through Airport IQ as a project request for the amount of the increase only. The appropriate supporting documentation must also be submitted. A sponsor may receive an increase on a state funded project from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same tentative allocation. If an airport sponsor determines that it cannot act on an existing tentative allocation, the sponsor must notify the department as soon as possible so the funds can be returned to the Commonwealth Airport Fund for allocation to eligible projects. If a grant application for a state funded project has not been received by DOAV within 30 calendar days of the tentative allocation award, DOAV will contact the sponsor regarding its intention for the tentative allocation. If DOAV does not receive an application by the 45 calendar days after the award, the tentative allocation will expire, and the funds will be returned to the Commonwealth Airport Fund for allocation to eligible projects.

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another extension from the VAB, the sponsor must submit another written request including the reason the grant application has not been submitted and a description of work done during the extension period to resolve any issues preventing the sponsor from submitting the grant allocation. If DOAV does not receive an extension request by the due date provided to the sponsor, it will recommend to the VAB that the tentative allocation be withdrawn. Requests for extensions and recommendations for withdrawal will be presented to the VAB at the next scheduled meeting.	
6.5.2 Grant Applications For federally funded projects, a sponsor should submit a grant application to DOAV when federal funds have been secured and a federal grant application has been submitted to FAA. For state funded projects, a sponsor should submit a grant application to DOAV within 60 calendar days of the award of a tentative allocation. Sponsors must use the grant application prescribed by DOAV to provide a description of the project, a summary of funding sources with amounts, a summary of project costs, and a completion date for the project. The application form must be signed and dated.	4.1.9.2 Grant Applications For federally funded projects, a sponsor should submit a grant application to DOAV when federal funds have been secured and a federal grant application has been submitted to FAA. For state funded projects, a sponsor should submit a grant application to DOAV within 45 calendar days of the award of a tentative allocation. Sponsors must use the grant application prescribed by DOAV to provide a description of the project, a summary of funding sources with amounts, a summary of project costs, and a completion date for the project. The application form must be signed and dated. If DOAV does not receive an application by the 45 calendar days after the award, the tentative allocation will expire, and the funds will be returned to the Commonwealth Airport Fund for allocation to eligible projects.
6.5.3 Grant Agreements* DOAV will prepare a grant offer for a project after a properly completed grant application and supporting documentation has been received by DOAV. 3.4.2 Grant Agreement The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is: • to meet the requirements of *Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds* • to ensure that all parties are aware of their respective responsibilities • to ensure that grant funds are properly controlled and returned if not required to complete a project Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant payment term, and grant obligation term. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer. Requirements for the issuance of a grant offer will be described in the appropriate funding program chapter. When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement.	4.1.9.3 Grant Agreement DOAV will prepare a grant offer for a project after a properly completed grant application and supporting documentation have been received from the sponsor. The purpose of a grant agreement, that when executed becomes a contract between the sponsor and the Commonwealth of Virginia, is: • to meet the requirements of *Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds* • to ensure that all parties are aware of their respective responsibilities • to ensure that grant funds are properly controlled and returned if not required to complete a project Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project name, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant term, and grant obligation term. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement.
6.5.3 Grant Agreements DOAV will prepare a grant offer for a project after a properly completed grant application and supporting	For the Airport Capital Program, the supporting documentation to be provided with a grant application

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documentation has been received by DOAV. The supporting documentation includes, but is not limited to:

<table>
<tr><th>Project Type</th><th>Supporting Documents</th></tr>
<tr><td>planning and environmental projects</td><td>• scope of work
• A/E contract</td></tr>
<tr><td>design projects</td><td>• scope of work
• A/E contract</td></tr>
<tr><td>construction projects</td><td>• scope of work
• A/E contract
• bids</td></tr>
<tr><td>terminal building design</td><td>• scope of work
• A/E contract
• floor plan</td></tr>
</table>

Scopes of work must have been approved by DOAV and FAA as appropriate. If the specifics of a project generate the need for additional supporting information, the sponsors will be notified about the details of those supporting documents.

For a design and construction project, the sponsor may begin preliminary design work required to develop a final scope after a tentative allocation is awarded. Final design may not begin until DOAV has approved the preliminary design. Upon DOAV approval of the final design and receipt of acceptable bids, a grant offer will be issued for the design and construction project.

The grant obligation term for projects under the Airport Capital Program is typically 20 years. The grant obligation term for materials purchased under the program, such as fire extinguishers and furniture, will be based on the life expectancy of the materials. The term for projects such as a Stormwater Pollution Prevention Plan or Spill Prevention Control and Countermeasures Plan will be based on the effective longevity of the project. For land and easement acquisition projects, the grant obligation term is in perpetuity.

A grant agreement becomes effective upon completion of the acceptance portion of the grant agreement.

Please refer to 3.4.2 Grant Agreements for details on grant agreements.
</td><td>
include, but is not limited to:

<table>
<tr><th>Project Type</th><th>Supporting Documents</th></tr>
<tr><td>planning and environmental projects</td><td>• scope of work
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For a design and construction project, the sponsor may begin preliminary design work required to develop a final scope after a tentative allocation is awarded. Final design may not begin until DOAV has approved the preliminary design. Upon DOAV approval of the final design and receipt of acceptable bids, a grant offer will be issued for the design and construction project.

The grant obligation term for projects under the Airport Capital Program is typically 20 years. The grant obligation term for materials purchased under the program, such as fire extinguishers and furniture, will be based on the life expectancy of the materials. The term for projects such as a Stormwater Pollution Prevention Plan or Spill Prevention Control and Countermeasures Plan will be based on the effective longevity of the project. For land and easement acquisition projects, the grant obligation term is in perpetuity.
</td></tr>
<tr><td>
6.6 Project Implementation
Once a grant agreement becomes effective, work on a project may begin. All supplemental agreements and change orders must be approved by the department prior to the subject work being initiated.
</td><td>
4.1.10 Project Implementation
Once a grant agreement becomes effective, work on a project may begin. All supplemental agreements and change orders must be approved by the department prior to the subject work being initiated.
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<tr><td>
5.4 Design and Construction Standards
DOAV intends that FAA standards and specifications be used in the design of air facility infrastructure, including facilities and equipment, where not specified in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*. Airports not included in the NPIAS should use design standards set in the *Virginia Aviation Regulations* and Virginia Department of Transportation (VDOT) construction standards. The department may allow or, for federally funded projects, seek FAA approval to use VDOT construction standards and specifications for general aviation airport infrastructure development on a case-by-case basis.

The state's minimum airport licensing standards for airports are provided in Appendix E Minimum
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4.1.10.1 Design and Construction Standards
DOAV intends that FAA standards and specifications be used in the design of air facility infrastructure, including facilities and equipment, where not specified in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*. Airports not included in the NPIAS should use design standards set in the *Virginia Aviation Regulations* and Virginia Department of Transportation (VDOT) construction standards. The department may allow or, for federally funded projects, seek FAA approval to use VDOT construction standards and specifications for general aviation airport infrastructure development on a case-by-case basis.

The state's minimum airport licensing standards for airports are provided in Appendix E Minimum
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Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org.	Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org
6.6.1 Grant Amendments * A sponsor should submit to DOAV a written request as soon as the need for a grant amendment has been identified. DOAV will prepare a grant amendment offer if the request for the amendment is approved and funds are available for any requested change to the amount of state participation. A grant amendment becomes effective upon completion of the acceptance portion of the grant amendment. When the VAB awards an increase to an existing grant, DOAV will prepare a grant amendment offer following the board meeting. The sponsor does not need to prepare a written request as described above. 3.4.3 Grant Amendment The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for an identified project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia. Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project, project number, and modifications to the grant agreement. When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV a written request for a grant amendment. The written request must include the following information: • project number and project name • current expiration date if time extension is part of the request • reason for the request including an explanation of why the project will not be finished by the expiration date for the grant payment term or with the allocated funds • plan of action and revised project schedule for completion of the project DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When the VAB awards a tentative allocation increase to an existing grant, the sponsor does not need to submit a written request for a grant amendment. DOAV will provide the grant amendment offer to the sponsor. The grant amendment offer is valid for 60 calendar days. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.	4.1.10.2 Grant Amendments A sponsor should submit to DOAV a request as described below when the need for a grant amendment has been identified. Amendments to grant agreements are not guaranteed. **All grant agreement amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds. The purpose of the grant amendment is to modify the terms and conditions of a grant agreement. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment. Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project name, project number, and modifications to the grant agreement. When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV a grant amendment application form. The sponsor shall provide the following information on the form: • project number and project name • current expiration date if time extension is part of the request • reason for the request • plan of action and revised project schedule for completion of the project DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment. When the VAB awards an increase to an existing grant, DOAV will prepare a grant amendment offer. The sponsor does not need to submit a grant amendment application form.
6.6.2 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV and FAA as appropriate. Examples of these issues include the discovery of underground tanks, storage barrels, or utility lines not marked on airport layout plans or other	4.1.10.3 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV and FAA as appropriate. Examples of these issues include drainage problems or the discovery of underground tanks, unmarked graves, unsuitable materials, or utility lines.

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relevant documents; discovery of unsuitable material beneath the surface; or drainage problems. Once DOAV and FAA as appropriate approve a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV and FAA as appropriate. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided. Increases or decreases to a grant due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.	Once DOAV and FAA as appropriate approve a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV and FAA as appropriate. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided. Increases or decreases to a grant due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.
6.6.3 Reimbursement A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. The department requires that partial reimbursement requests for less than $1,000 not be made for capital projects. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents If the submittal is not acceptable or complete and DOAV is not able to contact the sponsor within five business days, DOAV will consider the reimbursement request as pending and send the sponsor a written notice that explains outstanding issues. **Work completed prior to the execution of a grant agreement will not be eligible for reimbursement, with the exception of projects discussed in 6.1.1 Eligible Projects After the Fact.** DOAV will not reimburse a sponsor for more than 90 percent of a grant amount until it notifies the sponsor of receipt of acceptable deliverables or final acceptance of construction. Requests for reimbursements exceeding 90 percent of the grant should not be submitted to DOAV if the approval on project completion has not been given by DOAV. Such requests will be returned to the sponsor for correction and resubmission, thereby delaying the sponsor's receipt of the funds. After the receipt of acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost. For federally funded capital projects, DOAV will reimburse a sponsor for more than 90 percent of the grant amount, not to exceed 97.5 percent, when: • The project is considered substantially complete by FAA and DOAV.	4.1.10.4 Reimbursement **Services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement, with the exception of projects discussed in 4.1.4.1 Eligible Projects After the Fact.** Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. A reimbursement request for less than $1,000 shall not be submitted unless it is a final reimbursement request. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. It should be noted that reimbursement for Virginia sales tax is not eligible for any sponsor that is considered a political subdivision of the Commonwealth of Virginia. DOAV reserves the right to require copies of invoices and expense details of any or all costs prior to approving reimbursement. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If DOAV is not able to contact the sponsor within five business days, DOAV will return the reimbursement request. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents For federally funded capital projects, DOAV will reimburse a sponsor up to 97.5 percent of a grant amount for projects deemed substantially complete. For state funded capital projects, DOAV will reimburse a sponsor up to 95 percent of a grant amount for projects deemed substantially complete. After the receipt of acceptable deliverables or final acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.

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• The sponsor and project conditions required by FAA for reimbursement over 90 percent are met. • FAA is making a reimbursement for more than 90 percent of the grant amount. Additional guidance on reimbursement payments includes: • For federally funded construction projects, contractual work to be accomplished up to 30 days in advance may be included in a reimbursement request. This may include costs for construction materials bonded and delivered to a job site. • For land acquisition, reimbursement for 90 percent of the grant amount will be made to the sponsor prior to closing. The balance will be reimbursed, upon request, after deeds are recorded and certificates of title have been provided to DOAV. • For projects at air carrier airports for which both state entitlement and discretionary funding have been approved, sponsors must spend all of their state entitlement funds before they may submit a reimbursement request for the state discretionary funds. • For federally funded projects, the final state request for reimbursement will be processed upon verification of the final FAA approved project cost.	Additional guidance on reimbursement payments includes: • For federally funded construction projects, contractual work to be accomplished up to 30 days in advance may be included in a reimbursement request. This may include costs for construction materials bonded and delivered to a job site. • For state funded land and easement acquisition projects, reimbursement up to 95 percent of the grant amount will be made to the sponsor prior to closing. The balance will be reimbursed, upon request, after deeds are recorded and certificates of title have been provided to DOAV. • For projects at air carrier airports for which both state entitlement and discretionary funding have been approved, sponsors must spend all of their state entitlement funds before they may submit a reimbursement request for the state discretionary funds. • For federally funded projects, the final state request for reimbursement will be processed upon verification of the final FAA approved project cost.
6.6.4 Project Close-out A grant will be closed thirty days after the final reimbursement request has been processed. If a grant has an outstanding balance, the balance will be returned to the program for redistribution by the VAB under the competitive process. Underruns in one state funded project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out for construction projects. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General. After an audit, a closeout letter will be sent to the sponsor.	4.1.10.5 Project Close-out A grant will be closed 30 days after the final reimbursement request has been processed. If a grant has an outstanding balance, the balance will be returned to the Commonwealth Airport Fund. Underruns in one project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out for construction projects. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General. After an audit, a closeout letter will be sent to the sponsor.
6.7 Special Requests for Airport Capital Program Funding An airport sponsor can make a special request for state financial assistance after the submission due date or for complex projects that will take several years to complete. The VAB and DOAV have adopted the following procedures to accommodate these special requests.	4.1.11 Special Requests for Airport Capital Program Funding An airport sponsor can make a special request for state financial assistance after the submission due date or for complex projects that will take several years to complete. The VAB and DOAV have adopted the following procedures to accommodate these special requests.
6.7.1 Emergency Request An emergency is defined as an occurrence or event that threatens or may threaten life or property. Upon receipt of an emergency request from a sponsor, DOAV's director has the authority to declare that an emergency exists and will notify the VAB chair and the member who represents the sponsor. From this notification, the director shall initiate, per Code of Virginia §2.2-3708(F), an electronic meeting of the VAB, that should include the chair and the representative VAB member, during which, if at all possible, a tentative allocation can be awarded. In the event that the emergency is dire, and so documented in the meeting minutes, and a quorum cannot be obtained, any two VAB members may authorize the director to issue a tentative allocation with a requirement that the tentative allocation be placed on the agenda of the next regularly scheduled VAB meeting so the tentative allocation can be noted formally as awarded by the VAB. A sponsor may begin eligible work upon the award of the tentative allocation.	4.1.11.1 Emergency Request An emergency is defined as an occurrence or event that threatens or may threaten life or property. Upon receipt of an emergency request from a sponsor, DOAV's executive director has the authority to declare that an emergency exists and will notify the VAB chair and the member who represents the sponsor. From this notification, the executive director shall initiate, per Code of Virginia §2.2-3708(F), an electronic meeting of the VAB, that should include the chair and the representative VAB member, during which, if at all possible, a tentative allocation can be awarded. In the event that the emergency is dire, and so documented in the meeting minutes, and a quorum cannot be obtained, any two VAB members may authorize the executive director to issue a tentative allocation with a requirement that the tentative allocation be placed on the agenda of the next regularly scheduled VAB meeting so the tentative allocation can be noted formally as awarded by the VAB. A sponsor may begin eligible work upon the award of the

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A project request with appropriate supporting documentation will need to be submitted through Airport IQ for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB meeting, the sponsor must submit a grant application. DOAV will issue a grant offer in accordance with 6.5.3 Grant Agreements. The grant offer will specify that eligible costs incurred after the award of the tentative allocation and before the grant agreement becomes effective will be reimbursed.	tentative allocation. A project request with appropriate supporting documentation will need to be submitted through Airport IQ for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB meeting, the sponsor must submit a grant application. DOAV will issue a grant offer in accordance with 4.1.9.3 Grant Agreements. The grant offer will specify that eligible costs incurred after the award of the tentative allocation and before the grant agreement becomes effective will be reimbursed.
6.7.2 Missed Opportunity An airport sponsor may not be aware of a need to request financial assistance until after the submittal due date. The situation generating the need may result in a missed opportunity, such as attracting an industry or enhancing air service; the need is not an emergency as described in 6.7.1 Emergency Request. The sponsor must provide to DOAV a written explanation of the cause of the missed opportunity and submit the appropriate supporting documentation through Airport IQ. In addition, for state funded projects, a scope of work or bids need to be submitted for approval. Upon receipt of a missed opportunity request by a sponsor, DOAV will contact the VAB chair and member who represents the sponsor. They will determine if the project request justifies consideration by the VAB at its next regularly scheduled meeting. The sponsor will be notified of this decision. If the decision is to let the project be considered by the VAB, DOAV will evaluate the project in accordance with 6.4 Evaluation and Selection Process and present the request to the VAB. It must be noted that the late submittal of a project request from a sponsor does not constitute a missed opportunity. The VAB has directed DOAV to return late project request submittals to sponsors.	4.1.11.2 Missed Opportunity An airport sponsor may not be aware of a need to request financial assistance until after the submittal due date. The situation generating the need may result in a missed opportunity, such as attracting an industry; the need is not an emergency as described in 4.2.9.1 Emergency Request. The sponsor must provide to DOAV a written explanation of the cause of the missed opportunity and submit the appropriate supporting documentation through Airport IQ. In addition, for state funded projects, a scope of work or bids shall be submitted for approval. Upon receipt of a missed opportunity request by a sponsor, DOAV will contact the VAB chair and member who represents the sponsor. They will determine if the project request justifies consideration by the VAB at its next regularly scheduled meeting. The sponsor will be notified of this decision. If the decision is to let the project be considered by the VAB, DOAV will evaluate the project in accordance with 4.1.8 Evaluation and Selection Process and present the request to the VAB. **The late submittal of a project request from a sponsor does not constitute a missed opportunity.** The VAB has directed DOAV to return late project request submittals to sponsors.
6.7.3 Multi-Year Funding In order to provide financial assistance for projects that are of such a magnitude that they would exceed maximum allowable annual funds, VAB policy allows for multi-year programming of state entitlement and discretionary funds. Multi-year allocations are based on estimated revenues and allocations to the Commonwealth Airport Fund. If revenues do not meet estimates or if future year estimates are revised downward, a multi-year allocation may be adjusted. The funding limit for a single airport sponsor as a percentage of a fiscal year as described in 6.2 State Participation is still applicable when a multi-year project is involved. When state discretionary funds are requested for multi-year funding, the project request will need to be made through Airport IQ, using the first year of funding as the estimated project cost. The narrative for the project request needs to include the funding strategy for the life of the project. Upon approval by the VAB, a tentative allocation will be issued that specifies the years for which funding is approved and the amount approved for each year. The sponsor will need to submit a grant application for the first year of the project that includes actual costs. DOAV will issue a grant offer for only the first year of the project. A project evaluation will be conducted each year of the multi-year time period. In the evaluations, the scope of work will be reviewed and compared with actual work accomplishments, cost information will be updated, and available funding will be determined. The grant agreement will be amended for subsequent year allocations upon sponsor request, and the amendments will be based on the annual project evaluations.	4.1.11.3 Multi-Year Funding In order to provide financial assistance for projects that are of such a magnitude that they would exceed maximum allowable annual funds, VAB policy allows for multi-year programming of state entitlement and discretionary funds. Multi-year allocations are based on estimated revenues and allocations to the Commonwealth Airport Fund. If revenues do not meet estimates or if future year estimates are revised, a multi-year allocation may be adjusted. The funding limit for a single airport sponsor as a percentage of a fiscal year as described in 4.1.5 State Participation is still applicable when a multi-year project is involved. When state discretionary funds are requested for multi-year funding, the project request shall be made through Airport IQ, using the first year of funding as the estimated project cost. The narrative for the project request shall include the funding strategy for the life of the project. Upon approval by the VAB, a tentative allocation will be issued that specifies the years for which funding is approved and the amount approved for each year. The sponsor shall submit a grant application for the first year of the project that includes actual costs. DOAV will issue a grant offer for only the first year of the project. A project evaluation will be conducted each year of the multi-year time period. In the evaluations, the scope of work will be reviewed and compared with actual work accomplishments, cost information will be updated, and available funding will be determined. The grant agreement will be amended for subsequent year allocations upon sponsor request, and the amendments will be based on the annual project evaluations.
6.7.4 Bridge Loan Because federal and state funding cycles do not coincide, sponsors may request the VAB to fund a project in anticipation of federal reimbursement in a subsequent federal fiscal year. In these cases, the VAB may fund the project at the appropriate ratio based on the scope of work. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* includes an assurance specifying reimbursement	4.1.11.4 Bridge Loan Because federal and state funding cycles do not coincide, sponsors may request the VAB to fund a project in anticipation of federal reimbursement in a subsequent federal fiscal year. In these cases, the VAB may fund the project at the appropriate ratio based on the scope of work. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* includes an assurance specifying reimbursement

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to the Commonwealth of Virginia. Typically, these projects are for federally eligible projects that are reimbursable after the fact, such as land acquisition. This type of project is referred to as a bridge loan. Prior to requesting a bridge loan for a federally eligible project, a sponsor must insure that the project is included in the federal Airport Improvement Program. To insure that federal funds are maximized, scopes for project requests being submitted as bridge loans must be approved by DOAV and FAA prior to the submission of the request through Airport IQ. The scope package should include the A/E agreement, description of tasks to be completed, schedule, cost estimates, and IFE if needed. Sponsors need to allow adequate time for the review and approval of scopes before the submission deadline. Within 60 calendar days of the receipt of reimbursement from FAA, the sponsor must reimburse the department the difference between the state's share of the eligible costs of the state funded project and the state's share of the eligible costs of the federally funded project. For example, the state's share of a state funded land acquisition bridge loan project with eligible costs of $100,000 is 80 percent or $80,000. If the state's share of the federally funded projects is 3 percent, then the state's share of the land acquisition project with eligible costs of $100,000 is $3,000. The difference between 80 percent and 3 percent is 77 percent; therefore, within 60 calendar days of the receipt of the reimbursement from FAA, the sponsor would have to reimburse the state for 77 percent of eligible project costs or $77,000. If the state's share of the federally funded projects is 8 percent, then the state's share of the land acquisition project with eligible costs of $100,000 is $8,000. The difference between 80 percent and 8 percent is 72 percent; therefore, within 60 calendar days of the receipt of the reimbursement from FAA, the sponsor would have to reimburse the state for 72 percent of eligible project costs or $72,000. If FAA has not reimbursed the sponsor within 48 months from the beginning of the grant obligation term of the state grant agreement, the sponsor must fully reimburse the state or request an extension of the payment period from the VAB. Failure to do so will find the sponsor non-compliant with grant assurances and may affect future funding.	to the Commonwealth of Virginia. Typically, these projects are for federally eligible projects that are reimbursable after the fact, such as land acquisition. This type of project is referred to as a bridge loan. Prior to requesting a bridge loan for a federally eligible project, a sponsor must insure that the project is included in the federal Airport Improvement Program. To insure that federal funds are maximized, scopes for project requests being submitted as bridge loans must be approved by DOAV and FAA prior to the submission of the request through Airport IQ. The scope package should include the A/E agreement, description of tasks to be completed, schedule, cost estimates, and IFE if required. Sponsors must submit the following required documentation for review at least 30 days prior to a submission deadline. Within 60 calendar days of the receipt of reimbursement from FAA, the sponsor shall reimburse the department the difference between the state's share of the eligible costs of the state funded project and the state's share of the eligible costs of the federally funded project. For example, the state's share of a state funded land acquisition bridge loan project with eligible costs of $100,000 is 80 percent or $80,000. If the state's share of the federally funded projects is 8 percent, then the state's share of the land acquisition project with eligible costs of $100,000 is $8,000. The difference between 80 percent and 8 percent is 72 percent; therefore, within 60 calendar days of the receipt of the reimbursement from FAA, the sponsor shall reimburse the state for 72 percent of eligible project costs or $72,000. If FAA has not reimbursed the sponsor within 48 months from the beginning of the grant obligation term of the state grant agreement, the sponsor shall fully reimburse the state or request an extension of the payment period from the VAB. Failure to do so will find the sponsor non-compliant with grant assurances and may affect future funding.
6.7.5 Facilities and Equipment, Security, and Maintenance Project Requests When funds are not available under the Facilities and Equipment Program, the Voluntary Security Program, or the Maintenance Program or a sponsor has reached its $100,000 fiscal year limit for maintenance allocations per airport, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the appropriate program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission. In such a case for a Part 139 airport, if the Virginia Aviation Board specifically approves the use of state entitlement funds for proposed facilities and equipment or maintenance projects, a sponsor will not be subject to the fiscal year approval restriction and reimbursement requirement described in 3.1.1.3 Air Carrier Utilization of State Entitlement and Discretionary Funds.	
3.5 Public-Private Partnerships The Public-Private Transportation Act of 1995, (PPTA) as amended, offers processes for the innovative delivery of transportation improvements, incorporating the attraction of private equity, appropriate transference of risks, incorporation of life-cycle costs, and advancement of projects in a timelier manner. The *PPTA Implementation Manual and Guidelines* provides a delivery frame work that identifies, evaluates,	4.1.12 Public-Private Partnerships The Public-Private Transportation Act of 1995, (PPTA) as amended, offers processes for the innovative delivery of transportation improvements, incorporating the attraction of private equity, appropriate transference of risks, incorporation of life-cycle costs, and advancement of projects in a timelier manner. The *PPTA Implementation Manual and Guidelines* provides a delivery frame work that identifies, evaluates,

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develops, and delivers Virginia's Public Private Partnership (P3) transportation projects in a consistent, transparent, timely, and cost effective manner. To expand procurement and financing opportunities for airport sponsors, the VAB adopted the policies and procedures in the PPTA and incorporated the *PPTA Implementation Manual and Guidelines,* into the DOAV *Airport Program Manual*. For P3 projects, airports sponsors are eligible to request their project share from the VAB at the state funding participation rate of 80 percent. The project request will have to compete against other requests before the board.	develops, and delivers Virginia's Public Private Partnership (P3) transportation projects in a consistent, transparent, timely, and cost effective manner. To expand procurement and financing opportunities for airport sponsors, the VAB adopted the policies and procedures in the PPTA and incorporated the *PPTA Implementation Manual and Guidelines,* into the DOAV *Airport Program Manual*. For P3 projects, airports sponsors are eligible to request their project share from the VAB at the state funding participation rate of 80 percent. The project request will have to compete against other requests before the board.
3.6 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written response from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.	4.1.13 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.
3.7 Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. Examples of this property are land, maintenance equipment, and loading bridges. If a sponsor disposes of such property, except land, before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. For the disposal of land at NPIAS airports, the sponsor must follow FAA policy on land release and revenue use. For the disposal of land at airports not in the NPIAS, the sponsor must request the release of property from DOAV and use proceeds on the airport. Any time a sponsor alters an Airport Layout Plan or property map, the sponsor must obtain approval from DOAV and FAA, if appropriate. When a sponsor transfers property that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with 50 percent of the value of the compensation within 30 calendar days of its receipt. When a sponsor uses a piece of equipment as a trade-in towards the purchase of new equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.	4.1.14 Sale, Transfer, and Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. Examples of this property are land, maintenance equipment, and loading bridges. If a sponsor disposes of such property, except real property (land), before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days after closing. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. For the disposal of land at NPIAS airports, the sponsor must follow FAA and DOAV policy on land release and revenue use. For the disposal of land at airports not in the NPIAS, the sponsor must request the release of property from DOAV and use proceeds on the airport. Income from the sale of land or an easement shall be reimbursed to the state on a pro-rata basis, calculated on the state's participation in the acquisition of the property at current market value. Any time a sponsor alters an Airport Layout Plan or property map, the sponsor must obtain approval from DOAV and FAA, if appropriate. When a sponsor transfers property, such as equipment, that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with 50 percent of the value of the compensation within 30 calendar days of its receipt. When a sponsor uses a piece of equipment as a trade-in towards the purchase of equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.

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3.1.1.2 State Discretionary Funds *Code of Virginia* §58.1-638.A3 directs the VAB to allocate funds to air carrier, reliever, and general aviation airports on a discretionary basis. These funds are known as discretionary funds. 6.0 Airport Capital Program * The Airport Capital Program provides funding for planning and engineering projects that focus on airport facility development. In general, these projects include master plan and airport layout plan studies, environmental studies, land acquisition, airside facility design and construction, and terminal building design and construction.	4.2 State Discretionary Funds Under the Airport Capital Program From the CAF, *Code of Virginia* §58.1-638.A3 directs the VAB to allocate funds to air carrier, reliever, and general aviation airports on a discretionary basis. This discretionary funding is used under the Airport Capital Program to provide funding for planning and engineering projects that focus on airport facility development. In general, these projects include master plan and airport layout plan studies, environmental studies, land acquisition, airside facility design and construction, and terminal building design and construction.
6.0 Airport Capital Program * It is the intent of the Virginia Aviation Board that sponsors properly plan for airport development. Long-range planning, typically for a 20-year horizon, is conducted through the development of airport master and layout plans. Planning for the near term is guided by the six-year Airport Capital Improvement Plan (ACIP) that identifies and prioritizes projects for facility development. This tool phases proposed projects over a six-year period and provides cost estimates, anticipated sources of funding, and justifications for project implementation. The projects listed in the six-year ACIP must be included on the airport layout plan and meet federal and state regulatory requirements. The VAB requires an airport sponsor to have a current six-year ACIP on file with DOAV in order to be eligible to receive state discretionary funds. The information contained in these plans is important to the development and maintenance of a strong statewide airport system as the plans: • establish an accurate assessment of Virginia's airport needs • provide DOAV with specific information to use in developing an accurate and comprehensive six-year budgetary program • assist DOAV in leveraging maximum federal funding for eligible sponsors and projects • provide the VAB with specific requests for state funding Normally, sponsors undertake six-year ACIP coordination during the third and fourth quarters of each fiscal year. Prior to the preparation of an ACIP, sponsors should hold a capital improvement planning meeting simultaneously with both DOAV and FAA, as appropriate. Airport sponsors may update their ACIP at anytime through Airport IQ. The VAB considers the majority of the eligible project requests during its first meeting of the fiscal year. Project requests may also be funded at subsequent VAB meetings during the fiscal year. Air carrier airport sponsors who will not be requesting state discretionary funds do not need to file a six-year ACIP. However, these sponsors must have a six-year ACIP on file with DOAV in order to be eligible to receive state discretionary funds.	4.2.1 Airport Capital Improvement Plan It is the intent of the Virginia Aviation Board that sponsors properly plan for airport development. Long-range planning, typically for a 20-year horizon, is conducted through the development of airport master and layout plans. Planning for the near term is guided by the 6-year Airport Capital Improvement Plan (ACIP) that identifies and prioritizes projects for facility development. The ACIP phases proposed projects over a 6-year period and provides cost estimates, anticipated sources of funding, and justifications for project implementation. The projects listed in the 6-year ACIP must be included on the airport layout plan and meet federal and state regulatory requirements. The VAB requires a sponsor to have a current 6-year ACIP on file with DOAV in order to be eligible to receive state discretionary funds. The information contained in these plans is important to the development and maintenance of a strong statewide airport system as the plans: • establish an accurate assessment of Virginia's airport needs • provide DOAV with specific information to use in developing an accurate and comprehensive 6-year budgetary program • assist DOAV in leveraging maximum federal funding for eligible sponsors and projects • provide the VAB with specific requests for state funding Normally, sponsors undertake 6-year ACIP coordination during the third and fourth quarters of each fiscal year. Prior to the preparation of an ACIP, sponsors should hold a capital improvement planning meeting simultaneously with both DOAV and FAA, as appropriate. Sponsors may update their ACIP at anytime through Airport IQ. The VAB considers the majority of the eligible project requests during its first meeting of the fiscal year. Project requests may also be funded at subsequent VAB meetings during the fiscal year.
6.3.1 Filing of Airport Capital Improvement Plans Sponsors are responsible for filing and maintaining their ACIPs in Airport IQ. Each project entry in an ACIP must include the fiscal year in which the project is to be undertaken and the estimated project costs. Projects that will not involve state funding, such as a revenue producing building funded with federal and local money or only with local money, may be included to provide a more complete description of capital	4.2.1.1 Filing of Airport Capital Improvement Plans Sponsors are responsible for filing and maintaining their ACIPs in Airport IQ. Each project entry in an ACIP must include the fiscal year in which the project is to be undertaken and the estimated project costs. Projects that will not involve state funding, such as a revenue producing building funded with federal and local money or only with local money, may be included to provide a more complete description of capital

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Sponsors will need to maintain their six-year ACIP by adding projects and estimated project costs for a sixth fiscal year at the end of each current fiscal year. If a sponsor does not have projects identified for outlying fiscal years, such as the fifth and sixth years of the six-year cycle, the sponsor does not need to enter anything into Airport IQ for those years. Revisions to ACIPs can be made at any time. A copy of an airport's ACIP and any revisions should be provided to the FAA Washington Airports District Office.</td><td>improvement activity at an airport. Sponsors are urged to run an Airport IQ report of their ACIP entries for their records.

Sponsors will need to maintain their 6-year ACIP by adding projects and estimated project costs for a sixth fiscal year at the end of each current fiscal year. If a sponsor does not have projects identified for outlying fiscal years, such as the fifth and sixth years of the six-year cycle, the sponsor should create an entry in Airport IQ with "No Projects" as the project name for each of those years. Revisions to ACIPs can be made at any time. A copy of an airport's ACIP and any revisions should be provided to the FAA Washington Airports District Office.</td></tr>
<tr><td>6.1 Project Eligibility
A wide range of development projects is eligible for the Airport Capital Program. Table 2 Examples of Eligible Airport Capital Projects lists many of the eligible projects, divided into general categories for reference. Details on specific projects are provided in Appendix A Airport Capital Program Eligible Project Examples, information on terminal buildings is provided in Appendix B Terminal Buildings, and information on access and perimeter roads is provided in Appendix C Access Roads.</td><td>4.2.2 Project Eligibility
A wide range of development projects is eligible for the Airport Capital Program. Table 2 Eligible Airport Capital Projects Examples lists many of these projects, divided into general categories for reference. Details on specific projects are provided in Appendix A Airport Capital Program Eligible Projects, information on terminal buildings is provided in Appendix B Terminal Buildings, and information on access and perimeter roads is provided in Appendix C Access Roads.</td></tr>
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• airport layout plans</td></tr>
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• wetlands delineations
• environmental due diligence audits</td></tr>
<tr><td>land acquisition</td><td>• appraisals
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• fee simple purchase and easements
• administrative and legal costs</td></tr>
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• clearing and grubbing for construction, obstruction removal, and equipment installation
• airport rescue and fire fighting buildings
• utilities for public-use facilities
• maintenance equipment storage buildings
• site preparation for hangar construction
• construction, installation, and removal activities for fuel storage systems</td></tr>
<tr><td>design and construction of landside facilities</td><td>• grading, paving, and drainage for public-use, non-revenue producing facilities
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Projects that are revenue producing or will develop facilities for exclusive use by airport management or tenants are not eligible for the Airport Capital Program. Examples of ineligible projects include, but are not limited to: • exclusive use hangars • restaurants and cocktail lounges • concessionaire facilities • airline ticketing areas • baggage handling areas, except those that are not revenue producing such as areas used by the Transportation Security Administration (TSA) • airport management offices • day facilities for sleeping accommodations • office space and air traffic control facilities for lease to the Federal Aviation Administration, TSA, or a fixed base operator (FBO) In addition, projects related to facilities and equipment, general aviation security, maintenance, promotion, and air service development are not considered to be Airport Capital Program projects, as these programs are funded through the Aviation Special Fund. Sponsors should not list these projects as part of a six-year ACIP.	Projects that are revenue producing or will develop facilities for exclusive use by airport management or tenants are not eligible under the Airport Capital Program. Examples of ineligible projects include, but are not limited to: • operational costs • restaurants and cocktail lounges • concessionaire facilities • airline ticketing areas • baggage handling areas exclusively leased or controlled by airlines • airport management offices • day facilities for sleeping accommodations • office space and air traffic control facilities for lease to the Federal Aviation Administration, TSA, or a fixed base operator (FBO) Exclusive use facilities are those facilities not all airport users may utilize due to the nature of the activities taking place in or from the facilities. Examples of exclusive use facilities are hangars for maintenance shops, charter services, and agricultural spraying operations. Exclusive use facilities are not eligible under the Airport Capital Program. In addition, projects related to facilities and equipment, general aviation security, maintenance, promotion, and air service development are not considered to be Airport Capital Program projects, as these programs are funded through the Aviation Special Fund. Sponsors should not list these projects as part of a six-year ACIP.
6.1.1 Eligible Projects After the Fact The process for capital project development typically flows from planning; through environmental coordination, property acquisition if needed, and design; to construction. For some portions of this development, preliminary work may be required in order for a final scope of work to be prepared. It is not always possible for a portion of an overall development objective to move forward in the normal development process, most often due to the availability of matching funds and timing to meet project completion schedules. To assist sponsors dealing with such a situation, the following project types are identified as eligible for reimbursement after completion, either as a stand-alone project or as part of another compatible project: • environmental studies if not a stand-alone environmental study grant • aeronautical studies • acquisition of land or easements necessary for approved airport development where the land is acquired in accordance with state and federal requirements and the services for such acquisition • field surveys • geotechnical work including soil borings • preliminary engineering work needed to develop a final scope or work for a planning or engineering project, including wetland delineation, solicitation of proposals, fee negotiation costs, and DBE related costs as part of federally funded projects • plans and specifications if not a stand-alone design grant • benefit-cost analysis • project level safety risk management analysis	4.2.2.1 Eligible Projects After the Fact The process for capital project development typically flows from planning; through environmental coordination, property acquisition if needed, and design; to construction. For some portions of this development, preliminary work may be required in order for a final scope of work to be prepared. It is not always possible for a portion of an overall development objective to move forward in the normal development process, most often due to the lack of available of matching funds and timing to meet project completion schedules. To assist sponsors dealing with such a situation, the following project types are identified as eligible for reimbursement after completion, either as a stand-alone project or as part of another compatible project: • environmental studies if not a stand-alone environmental study grant • aeronautical studies • acquisition of land or easements necessary for approved airport development where the land is acquired in accordance with state and federal requirements and the services for such acquisition • field surveys • geotechnical work including soil borings • preliminary engineering work needed to develop a final scope of work for a planning or engineering project, including wetland delineation, solicitation of proposals, fee negotiation costs, and DBE related costs as part of federally funded projects • plans and specifications if not a stand-alone design grant • benefit-cost analysis • project level safety risk management analysis

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• project related airport layout plan revisions • grant administrative expenses for the projects in the grant • construction and equipment procurement costs such as bid advertisement **The VAB cannot guarantee that funding will be available for the project.** If a sponsor elects to move forward with an approved project, the sponsor assumes the risk that it may not be reimbursed for project costs. In order for this type of project to be eligible for state reimbursement, coordination between the sponsor, DOAV, and FAA, if applicable, must take place. The scope package for the project must be approved by DOAV and FAA, if applicable, prior to implementation of the project, and coordination with the agencies must be maintained during the implementation of the project. The project may be combined with another eligible project in a request for state funding. This policy applies to both federally and state funded projects. This policy will not be retroactive to projects completed before its adoption by the VAB.	• project related airport layout plan revisions • grant administrative expenses for the projects in the grant • construction and equipment procurement costs such as bid advertisement **The VAB cannot guarantee that funding will be available for the project.** If a sponsor elects to move forward with an approved project, the sponsor assumes the risk that it may not be reimbursed for project costs. In order for this type of project to be eligible for state reimbursement, coordination between the sponsor, DOAV, and FAA, if applicable, must take place. The scope package for the project must be approved by DOAV and FAA, if applicable, prior to implementation of the project, and coordination with the agencies must be maintained during the implementation of the project. The project may be combined with another eligible project in a request for state funding. Failure to coordinate with DOAV and FAA, if applicable, could jeopardize the project. This policy applies to both federally and state funded projects.
5.0 Project Eligibility Requirements The types of projects eligible under the different funding programs are described in the following chapters. Some elements of projects that are planned and designed to meet locality requirements or sponsor preferences may not be eligible for state funding. Examples of these elements include, but are not limited to, certain signage on access roads and signature architecture for buildings. Sponsors must insure that a project is consistent with local zoning ordinances and building codes. Projects for operational activities on an airport are not eligible for state funding under any of the programs under the authority of the VAB or DOAV. Projects to bring an airport into compliance with the state's minimum airport licensing standards as stated in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* are eligible. 5.1 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • The proposed project must be shown on an airport layout plan approved by DOAV and FAA as appropriate. • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • If a sponsor is applying for state funds to match a federal project that requires a benefit cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project.	4.2.2.2 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • The proposed project must be shown on an airport layout plan approved by DOAV and FAA as appropriate. • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • If a sponsor is applying for state funds to match a federal project that requires a benefit cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project. • A sponsor must insure that a project is consistent with local zoning ordinances and building codes. Projects to bring an airport into compliance with the state's minimum airport licensing standards as stated in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* are eligible. Some elements of projects that are planned and designed to meet locality requirements or sponsor preferences may not be eligible for state funding. Examples of these elements include, but are not limited to, certain signage on access roads and signature architecture for buildings. Projects for operational activities on an airport are not eligible for state funding under any of the programs under the authority of the VAB or DOAV.
6.2 State Participation Due to the limited availability of public funds and in an attempt to make funding available to as many sponsors as possible, the VAB has placed a limit on the total dollar amount of allocations an airport sponsor may receive in each fiscal year. No single airport sponsor may receive allocations totaling more than 25	4.2.3 State Participation Due to the limited availability of public funds and in an attempt to make funding available to as many sponsors as possible, the VAB has placed a limit on the total dollar amount of allocations an airport sponsor may receive in the first six months of a fiscal year. No single airport sponsor may receive allocations

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percent of a current fiscal year's adjusted resources as determined by DOAV. After January 1, this funding limit is removed.	totaling more than 25 percent of a current fiscal year's CAF adjusted resources as determined by DOAV. After January 1, this funding limit is removed.
6.2.2 State Discretionary Funds Airport sponsors should maximize the availability of federal funding; therefore, airport sponsors shall request funding for federally eligible projects through the FAA AIP. For a federally funded project where state discretionary funds will be used to match currently available federal funds, the state participates at the rate of 80 percent of the non-federal share of eligible project costs. The current federal share of these projects is 90 percent, resulting in the state share of 8 percent and the local share of 2 percent. For federally eligible projects that FAA has determined not to include in the AIP, the project may be eligible for funding at the state participation rate of 80 percent. If federal funding is programmed within the next 48 months, DOAV may recommend funding the project as a state funded bridge loan at the state participation rate of 80 percent. When an airport sponsor or project is not eligible for federal funds or federal funds are not available, the VAB may allocate state discretionary funds to eligible projects. The participation rate varies depending on the type of project. For most state funded projects, the state participation is 80 percent of the eligible project costs. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.	Sponsors should maximize the availability of federal funding; therefore, sponsors shall request funding for federally eligible projects through the FAA AIP. For a federally funded project where state discretionary funds will be used to match currently available federal funds, the state participates at the rate of 80 percent of the non-federal share of eligible project costs. The current federal share of these projects is 90 percent, resulting in the state share of 8 percent and the local share of 2 percent. For federally eligible projects that FAA has determined not to include in the AIP, the project may be eligible for funding at the state participation rate of 80 percent. When an airport sponsor or project is not eligible for federal funds or federal funds are not available, the VAB may allocate state discretionary funds to eligible projects. The participation rate varies depending on the type of project. For most state funded projects, the state participation is 80 percent of the eligible project costs. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.
6.2.3 Multiple Funding Sources In the event available federal money is not sufficient to meet a sponsor's needs and other sources are available, such as VDOT or the Department of Homeland Security, the sponsor should seek the use of funds from those sources before applying for state aviation funding.	4.2.3.1 Multiple Funding Sources In the event available federal funding is not sufficient to meet a sponsor's needs and other sources are available, such as VDOT or the Department of Homeland Security, the sponsor should seek the use of funds from those sources before applying for state aviation funding.
6.2.3.1 Insufficient FAA Funding When there are insufficient federal funds to complete programming of a federally funded project and the airport sponsor desires to use additional state discretionary or entitlement funds to finance the project, the project as a whole shall be separated into two grants. One grant will use the federal funding ratio of 90 percent federal and 8 percent non-federal, and the other grant will use the state funding ratio based on the type of project.	4.2.3.2 Insufficient FAA Funding When there are insufficient federal funds to complete programming of a federally funded project and the airport sponsor desires to use additional state discretionary or entitlement funds to finance the project, the project as a whole shall be separated into two grants. One grant will use the federal funding ratio of 90 percent federal and 8 percent non-federal, and the other grant will use the state funding ratio based on the type of project.
6.2.3.2 Application of Other Funding Sources Sponsors should maximize all other funding sources before applying for state funding. When there are multiple sources of funding available to finance a project, they will be applied in the following order: • federal agencies, such as the Department of Homeland Security • FAA • state agencies and entities, such as VDOT and the Tobacco Commission • DOAV • airport sponsors Sponsors seeking funding for access roads should maximize VDOT funds to the greatest extent possible prior to applying for federal and state aviation funding. VDOT funds are considered a state funding source and cannot be used as the local share of a project. The department will work with the sponsor to determine the overall funding levels for these projects.	4.2.3.3 Application of Other Funding Sources Sponsors should maximize all other funding sources before applying for state funding. When there are multiple sources of funding available to finance a project, they will be applied in the following order: • federal agencies, such as the Department of Homeland Security • FAA • state agencies and entities, such as VDOT and the Tobacco Commission • DOAV • airport sponsors Sponsors seeking funding for access roads should maximize VDOT funds to the greatest extent possible prior to applying for federal and state aviation funding. VDOT funds are considered a state funding source and cannot be used as the local share of a project. The department will work with the sponsor to determine the overall funding levels for these projects.
5.2 Project Scoping Every project needs some level of scoping in order for all parties involved in the project to have a clear	4.2.4 Project Scoping Every project needs some level of scoping in order for all parties involved in the project to have a clear

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understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to: • substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure • extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project The consultants and contractors participating in projects must be appropriately licensed and/or certified. DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.	understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to: • substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure • extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project The consultants and contractors participating in projects must be appropriately licensed and/or certified. DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.
A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above	A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above
Eligible project costs related to planning and engineering efforts by professional services consultants may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV. For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate	Eligible project costs related to planning and engineering efforts by professional services consultants may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. DOAV will only fund A-E work authorizations prepared on a "cost plus fixed fee, not to exceed" basis unless not deemed appropriate to the project type. For state funded projects, costs associated with assumption of risk are not eligible. In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV. For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate

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and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents. The timing for submitting a scope for approval and any additional scoping requirements will be described in the appropriate funding program chapter.	and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents.
6.3 Application Process Sponsors will file six-year Airport Capital Improvement Plans (ACIPs) and submit project requests for funding through Airport IQ. Updated reference information pertaining to the preparation of ACIPs and project request submissions for an upcoming fiscal year will be provided to airport sponsors in the third quarter of each fiscal year. The information will also be posted on DOAV's website.	4.2.5 Application Process Sponsors must submit project requests from their six-year Airport Capital Improvement Plans (ACIPs) on file through Airport. DOAV will provide updated reference information pertaining to the preparation of ACIPs and project request submissions for an upcoming fiscal year to airport sponsors in the third quarter of each fiscal year.
6.3.2 Submission of Project Scopes For state funded projects, sponsors must to insure that scopes of work and related documents are approved by DOAV prior to the project request submission deadline. • For state funded planning studies, environmental studies, and engineering designs, a sponsor must provide a scope of work, including fee estimates and man-hours by task. • For state funded construction projects, a sponsor shall provide bids and construction management fee estimates and man-hours by task. • For state funded bridge loans as described in 6.7.4 Bridge Loans, scope packages must be approved by DOAV and FAA prior to the submission of the request in Airport IQ. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved by the VAB, sponsors can request an increase as described in 6.3.3.2 Submission of Requests for Increases, 6.6.1 Grant Amendments, and 6.6.2 Change Orders. For federally funded projects, the sponsor must provide DOAV with a copy of the scope of work as described above for planning studies, environmental studies, and engineering designs.	4.2.5.1 Submission of Project Scopes Sponsors must insure that scopes of work and related documents are approved by DOAV prior to the project request submission deadline. Sponsors must submit the following required documentation for review at least 30 days prior to a submission deadline. • For planning studies, environmental studies, and engineering designs, a sponsor must provide a scope of work, including fee estimates and man-hours by task. • For construction projects, a sponsor shall provide as-bid plans and specifications, bids, and construction management fee estimates and man-hours by task. For state funded bridge loans as described in 4.2.9.4 Bridge Loans, scope packages must be approved by DOAV and FAA at least 30 days prior to a submission deadline. The required documentation must be approved in order for DOAV to make a recommendation for funding to the VAB. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved by the VAB, sponsors can request an increase as described in 4.2.5.3 Submission of Requests for Increases, 4.2.8.2 Grant Amendments, and 4.2.8.3 Change Orders. When a sponsor is utilizing consultant services for a project, the contract between the sponsor and consultant must be valid when scopes, plans and specifications, and reimbursement requests are submitted for review.
6.3.3 Submission of Project Requests When a sponsor is ready for a project to be presented to the VAB for consideration, the project needs to be submitted for evaluation through Airport IQ. The submission process involves revising the ACIP project entry as needed and providing the required supporting documentation. Sponsors may submit project requests for consideration at regularly scheduled meetings of the VAB at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program	4.2.5.2 Submission of Project Requests When a sponsor is ready for a project to be presented to the VAB for consideration, the project needs to be submitted for evaluation through Airport IQ. The submission process involves revising the ACIP project entry as needed and providing the required supporting documentation. Sponsors may submit project requests for consideration at regularly scheduled meetings of the VAB at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program

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submissions. The submissions must be completed by midnight of the due date. A schedule of submission due dates and the dates of the VAB meetings is provided to sponsors as part of the resource information distributed in the third quarter of each fiscal year and is posted on DOAV's website. With the exception of emergency requests and missed opportunities as described in 6.7 Special Requests for Airport Capital Program Funding, project requests received after a submission deadline will not be considered for funding at the upcoming VAB meeting. The sponsor will need to submit the project request for a subsequent meeting. Each project request entry must include the fiscal year in which the project is to be undertaken and the estimated project cost, listed by federal, state, and local funding sources as appropriate. Cost estimates should be as accurate as possible so a sponsor does not have to seek additional funding from the VAB at a later date or that the VAB does not obligate more funds than those needed to complete a project. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost. After a project request has been submitted, the only changes DOAV will accept are a project cost change, either an increase or decrease, or a change to a scope for a project that has previously received a tentative allocation. A sponsor needs to notify DOAV in writing of a project cost decrease as soon as it is known so the cost difference can be available for other projects. If a sponsor identifies an error after the project has been submitted, the sponsor needs to provide DOAV with a written notification of the error. DOAV will make the appropriate changes and corrections to the project request. If a sponsor wants or needs to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written withdrawal request, submitted by mail or email. Projects included in ACIPs that will not involve state funding, such as a revenue producing building funded with federal and local money or only with local money, should not be submitted for consideration.	submissions. The submissions must be completed by midnight of the due date. A schedule of submission due dates and the dates of the VAB meetings is provided to sponsors as part of the resource information distributed in the third quarter of each fiscal year and is posted on DOAV's website. With the exception of emergency requests and missed opportunities as described in 4.2.9 Special Requests for Airport Capital Program Funding, project requests received after a submission deadline will not be considered for funding at the upcoming VAB meeting. The sponsor will need to submit the project request for a subsequent meeting. Each project request entry must include the fiscal year in which the project is to be undertaken and the estimated project cost, listed by federal, state, and local funding sources as appropriate. Cost estimates should be as accurate as possible so a sponsor does not have to seek additional funding from the VAB at a later date or that the VAB does not obligate more funds than those needed to complete a project. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost. After a project request has been submitted, the only change DOAV will accept is a project cost change, either an increase or decrease. A sponsor needs to notify DOAV in writing of a project cost decrease as soon as it is known so the cost difference can be available for other projects. If a sponsor identifies an error after the project has been submitted, the sponsor needs to provide DOAV with a written notification of the error. DOAV will make the appropriate changes and corrections to the project request. If a sponsor wants to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide DOAV with a written withdrawal request, submitted by regular mail or email. Projects included in ACIPs that will not involve state funding, such as a revenue producing building funded with federal and local money or only with local money, should not be submitted for consideration.
6.3.3.1 Supporting Documents for Project Requests The following supporting documentation must be submitted with the project request: • a project narrative that provides the justification for the project and information on the work required to implement the project • a sketch that graphically depicts the proposed project as it relates to the airport layout plan • documentation of environmental coordination and findings Additional supporting documents may be needed for some project requests. They will be noted in project descriptions in the appendices. All supporting documents must be submitted through Airport IQ. The documents may be in Word, Excel, or PDF formats.	4.2.5.2.1 Supporting Documents for Project Requests The following supporting documentation must be submitted with the project request: • a project narrative • a sketch • documentation of environmental coordination and findings Additional supporting documents may be needed for some project requests. They will be noted in project descriptions in the appendices. For a privately owned, public-use airport, a sponsor must have a valid Credit Line Deed of Trust, as described in 3.3.1 Credit Line Deed of Trust, to be eligible to receive a grant agreement. The Credit Line Deed of Trust must be in place by the submission deadline and must have a sufficient balance to cover all phases of the overall development objective. All supporting documents must be submitted through Airport IQ. The documents may be in Word, Excel, or PDF formats.
6.3.3.1.1 Narrative The narrative must provide the justification for the project and information on the work required to implement the project. Sponsors are strongly urged to provide focused and factual information in the	4.2.5.2.1.1 Narrative The narrative must provide the justification for the project and information on the work required to implement the project. Sponsors are strongly urged to provide focused and factual information in the

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narrative so the review process can proceed in a timely manner and priority scoring can be as accurate as possible. A sponsor's administrative costs should be noted in a narrative.	narrative so the review process can proceed in a timely manner and priority scoring can be as accurate as possible. A sponsor's administrative costs should be noted in a narrative. When multiple projects are being requested for a VAB meeting, the sponsor may provide all the project narratives in one document.
6.3.3.1.2 Sketch The format of a sketch must: • be sized to 8 ½ by 11 inches • be at gray scale • have a maximum file size of 100kb • not use aerial photography When multiple projects are being requested for a VAB meeting, the sponsor may provide all project narrative in one document and show all projects on one sketch. For project requests for eligible equipment, such as an ARFF truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.	4.2.5.2.1.2 Sketch The sketch needs to show the location of a project as presented on the airport layout. The format of a sketch must: • be legible • be sized to 8 ½ by 11 inches • have a maximum file size of 100kb It is preferred that a sketch be at gray scale and not use aerial photography, but color and photos may be used in a sketch the must have a maximum file size of 100 kb. When multiple projects are being requested for a VAB meeting, the sponsor may show all projects on one sketch. For project requests for eligible equipment, such as an ARFF truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.
6.3.3.1.3 Documentation of Environmental Findings Documentation of environmental findings is needed for design, construction, and design/construction projects, including projects for terminal buildings, signage, landscaping. This documentation is also needed for land acquisition. For environmental documents such as a Form C or Environmental Assessment, the sponsor should submit the Finding of No Significant Impact with the project request. The finding for a determination on coastal zone consistency must be part of this documentation when an airport in located in an area under the Virginia Coastal Zone Management Program.	4.2.5.2.1.3 Documentation of Environmental Findings Documentation of environmental findings is needed for design, construction, and design/construction projects, including projects for land acquisition, terminal buildings, signage, and landscaping. For environmental documents such as an Environmental Assessment, the sponsor should submit the Finding of No Significant Impact with the project request. The finding for a determination on coastal zone consistency must be part of this documentation when an airport is located in an area under the Virginia Coastal Zone Management Program.
6.3.3.1.4 Documents for Federal Funding Eligibility When a project is eligible for federal funding and the project request is being submitted to DOAV as a state funded request, the sponsor must provide DOAV with documentation that federal funding was requested and not included in FAA's AIP within one fiscal year. The most recent annual AIP request from a sponsor to FAA will suffice as proof of a request for federal funding. If a project is not in the most recent annual AIP, a sponsor must copy DOAV on the updated request for FAA funding, dated prior to the state funding request submission deadline. If FAA has denied a project request, documentation of that denial is needed.	4.2.5.2.1.4 Documents for Federal Funding Eligibility When a project is eligible for federal funding and the project request is being submitted to DOAV as a state funded request, the sponsor must provide DOAV with confirmation that federal funding was requested and not included in FAA's AIP within one fiscal year. The most recent annual AIP request from a sponsor to FAA will suffice as proof of a request for federal funding. If a project is not in the most recent annual AIP, a sponsor must copy DOAV on the updated request for FAA funding, dated prior to the state funding request submission deadline. If FAA has denied a project request, the sponsor must provide DOAV with confirmation of that denial.
6.3.3.2 Submission of Requests for Increases If the project request is for an increase to an existing tentative allocation or an existing grant, the project request must include the amount of the increase for federal, state, and local funding sources as appropriate, not just the increase in the state funding. When a sponsor has an existing tentative allocation or an existing grant and needs an increase that exceeds 10 percent of the original grant amount, a project request must be submitted to the Virginia Aviation Board for approval. This request needs to include the increase in all the applicable funding sources. If federal, state, and local funds are utilized, the projected cost of the increase can be used in the request. If state and local funds are to be utilized, the amount of the increase, along with supporting scope changes or bids, must be approved by DOAV and used in the request.	4.2.5.3 Submission of Requests for Increases If the project request is for an increase to an existing tentative allocation or an existing grant, the project request must include the amount of the increase for federal, state, and local funding sources as appropriate, not just the increase in the state funding. When a sponsor has an existing tentative allocation or an existing grant and needs an increase that exceeds 10 percent of the original grant amount, a project request must be submitted to the Virginia Aviation Board for approval. This request needs to include the increase in all the applicable funding sources. If federal, state, and local funds are utilized, the projected cost of the increase can be used in the request. If state and local funds are to be utilized, the amount of the increase, along with supporting scope changes or bids, must be approved by DOAV and used in the request.

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The supporting documentation noted in 6.6.3.1 Supporting Documents for Project Requests must be provided for this type of request.	The supporting documentation noted in 4.2.5.2.1 Supporting Documents for Project Requests must be provided for this type of request.
6.3.3.3 Submission of Requests for Changes to Scope If a need is identified that requires a change in scope for a state funded project for which a tentative allocation has been awarded or a grant agreement is effective, a request for the change needs to be submitted so it can be evaluated and presented to the VAB. Changes in footage or yardage on projects like apron construction are considered as changes in scope that need to go before the VAB. The supporting documentation noted in 6.6.3.1 Supporting Documents for Project Requests must be provided for this type of request. The narrative needs to describe the issue that is generating the need for change and the actions to be taken to address the issue. If the change in scope increases the cost of the project, the increased amount in state and local funding sources must be provided with the project request. Changes in scope to federally funded projects where the change is initiated or has been approved by FAA do not need to be submitted through Airport IQ for DOAV evaluation or presented to the VAB. These changes must be coordinated with DOAV.	4.2.5.4 Submission of Requests Scope Modifications If a need is identified that requires a change in scope for a state funded project for which a tentative allocation has been awarded or a grant agreement is effective, a request for the change needs to be submitted so it can be evaluated and presented to the VAB. Increases in quantities or areas to projects require VAB approval. The supporting documentation noted in 4.2.5.2.1 Supporting Documents for Project Requests must be provided for this type of request. The narrative needs to describe the issue that is generating the need for change and the actions to be taken to address the issue. If the change in scope increases the cost of the project, the increased amount in state and local funding sources must be provided with the project request. Changes in scope to federally funded projects where the change is initiated or has been approved by FAA do not need to be submitted through Airport IQ for DOAV evaluation or presented to the VAB if the cost does not increase. These changes must be coordinated with DOAV. If a sponsor wants to use an existing tentative allocation for another eligible project, the sponsor must return the tentative allocation to the Commonwealth Airport Fund and submit a project request for the new project. If a sponsor wants to use an existing grant for another eligible project, the sponsor must return the balance of the grant amount to the Commonwealth Airport Fund and submit a project request for the new project.
6.4 Evaluation and Selection Process DOAV carefully reviews each project request and prioritizes project requests as part of the evaluation process. Recommendations are made to the VAB for action.	4.2.6 Evaluation and Selection Process DOAV carefully reviews each project request and prioritizes project requests as part of the evaluation process. Recommendations are made to the VAB for action.
6.4.1 DOAV Review of Project Requests DOAV will review each submitted project request upon receipt for initial eligibility and will contact the sponsor if required supporting documentation is missing. A sponsor's failure to provide any of the required supporting documentation so requested by DOAV within five business days of notification will result in a departmental recommendation to disapprove a project request. DOAV will then review the submitted project requests to ensure they meet the intent of the Virginia Aviation Regulations and VAB policies. This review includes determining if sponsor and project eligibility requirements are satisfied. DOAV uses the checklist in Table 3 DOAV Project Review Checklist as a guide for its review. Sponsors should use the checklist as a review tool when preparing project requests and supporting documentation. Any additional supporting documentation requested by the department as part of this review process shall be provided within five business days of the request. A sponsor's failure to provide the additional supporting documentation within five business days of the department's request will result in a departmental recommendation to disapprove a project request.	4.2.6.1 DOAV Review of Project Requests DOAV will review each submitted project request upon receipt for initial eligibility and will contact the sponsor if required supporting documentation is missing. A sponsor's failure to provide any of the required supporting documentation so requested by DOAV within five business days of notification will result in a departmental recommendation to disapprove a project request. DOAV will then review the submitted project requests to ensure they meet the intent of the Virginia Aviation Regulations and VAB policies. This review includes determining if sponsor and project eligibility requirements are satisfied. DOAV uses the checklist in Table 3 DOAV Project Review Checklist as a guide for its review. Sponsors should use the checklist as a review tool when preparing project requests and supporting documentation. Any additional supporting documentation requested by the department as part of this review process shall be provided within five business days of the request. A sponsor's failure to provide the additional supporting documentation within five business days of the department's request will result in a departmental recommendation to disapprove a project request.
Table 3 DOAV Project Review Checklist	Table 3 DOAV Project Review Checklist

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• Is the project shown on the approved ALP, and does it conform to the approved ALP? • Is environmental coordination required, and if so, has a finding been received? • Is a determination of coastal zone consistency required, and if so, has the finding been received? • Is the sponsor eligible for this project, based on the airport's service role? • Has DOAV approved the scope of work or bids for a state funded project? • Has the cost estimate been verified? • Do approach surfaces meet applicable obstruction standards? • Does the airport meet minimum standards for licensing? • What is the rating on pavement condition index, if applicable?	• Is the project shown on the approved ALP, and does it conform to the approved ALP? • Is environmental coordination required, and if so, has a finding been received? • Is a determination of coastal zone consistency required, and if so, has the finding been received? • Is the sponsor eligible for this project, based on the airport's service role? • Has DOAV approved the scope of work or bids for a state funded project? • Has the cost estimate been verified? • Do approach surfaces meet applicable obstruction standards? • Does the airport meet minimum standards for licensing? • What is the rating on pavement condition index, if applicable?
6.4.2 Project Priority Scoring The next evaluation step utilizes a project priority system that was developed by DOAV and airport sponsors and adopted by the VAB. The intent of the system is to objectively prioritize statewide needs so financial resources can be allocated to the highest priority projects. With this system, each project request is scored on: • a project's merit, such as safety and capacity • an airport's activity and role within the state system • a sponsor's responsibility for maintenance and protection of the airport The current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeding minimum requirement; one point is assigned for each percent that exceeds the minimum requirement.	4.2.6.2 Project Priority Scoring The next evaluation step utilizes a project priority system that was developed by DOAV and airport sponsors and adopted by the VAB. The intent of the system is to objectively prioritize statewide needs so financial resources can be allocated to the highest priority projects. With this system, each project request is scored on: • a project's merit, such as safety and capacity • an airport's activity and role within the state system • a sponsor's responsibility for maintenance and protection of the airport The current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeding minimum requirement; one point is assigned for each percent that exceeds the minimum requirement.
6.4.3 Recommendations DOAV uses the scoring from the project priority system and its individual project request evaluations to prepare recommendations for the VAB. In addition, when any sponsor requests discretionary funding for a federally funded project, DOAV will only recommend approval to the board if FAA has the project programmed in the federal fiscal year corresponding to the state fiscal year. For example, if a project is in the state program for Fiscal Year 2017 and the federal program for Fiscal Year 2016, DOAV would recommend the project. If the project is listed two years out in the FAA program, DOAV would not recommend matching the federal funding. DOAV is required to provide the recommendations to members of the VAB at least 10 business days prior to regular VAB meetings. These recommendations are posted on the department's website for VAB member and sponsor review. DOAV recommendations are formally presented to the VAB at its regular meetings. VAB approval of a project request constitutes the issuance of a tentative allocation of funds, contingent on the sponsor certifying that local funds are available to support the cost of the proposed project. The VAB may disapprove project requests due to the lack of available state funding, incomplete technical elements of the project request, or unmet eligibility criteria. All disapproved project requests will be returned to sponsors through Airport IQ. For project requests disapproved due to incomplete technical elements of the request or unmet eligibility criteria, the sponsor should work with DOAV to resolve outstanding issues prior to submitting the revised project requests and supporting documentation for a subsequent VAB meeting. For disapprovals based on funding limitations, sponsors should resubmit the project requests and supporting documentation for the next scheduled VAB meeting. The project request and supporting documentation	4.2.6.3 Recommendations DOAV uses the scoring from the project priority system and its individual project request evaluations to prepare recommendations for the VAB. In addition, when any sponsor requests discretionary funding for a federally funded project, DOAV will only recommend approval to the board if FAA has the project programmed in the federal fiscal year corresponding to the state fiscal year. For example, if a project is in the state program for Fiscal Year 2017 and the federal program for Fiscal Year 2016, DOAV would recommend the project. If the project is listed two years out in the FAA program, DOAV would not recommend matching the federal funding. DOAV is required to provide the recommendations to members of the VAB at least 10 business days prior to regular VAB meetings. DOAV recommendations are formally presented to the VAB at its regular meetings. VAB approval of a project request constitutes the issuance of a tentative allocation of funds, contingent on the sponsor certifying that local funds are available to support the cost of the proposed project. The VAB may disapprove project requests due to the lack of available state funding, incomplete technical elements of the project request, or unmet eligibility criteria. All disapproved project requests will be returned to sponsors through Airport IQ. For project requests disapproved due to incomplete technical elements of the request or unmet eligibility criteria, the sponsor should work with DOAV to resolve outstanding issues prior to submitting the revised project requests and supporting documentation for a subsequent VAB meeting. For disapprovals based on funding limitations, sponsors should resubmit the project requests and supporting documentation for the next scheduled VAB meeting. The project request and supporting documentation

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should be revised as needed.	should be revised as needed.
6.5 Agreement Process The agreement process begins with the award of tentative allocations. These in turn lead to a sponsor's submission of a grant application and DOAV's offer of a grant.	4.2.7 Agreement Process The agreement process begins with the award of tentative allocations. These in turn lead to a sponsor's submission of a grant application and DOAV's offer of a grant.
6.5.1 Tentative Allocations After each VAB meeting, DOAV sends a notification memorandum to airport sponsors listing which projects were approved and disapproved. The notification directs sponsors to submit state grant applications for approved state funded projects to DOAV within 60 calendar days of the notice of approval and reminds them that outstanding tentative allocations for state funded projects may be withdrawn by the VAB. The notification also reminds sponsors that no state reimbursements will be made until a state grant has been executed for a project. If a sponsor finds that the amount of the tentative allocation is not sufficient to produce a useable deliverable from the project's scope of work, the sponsor should contact the assigned DOAV planner or engineer immediately. If a project's cost increases after the VAB has awarded a tentative allocation and before a grant agreement is executed, a sponsor may request an increase in the allocation. DOAV will review the justification for the cost change and may increase the tentative allocation by up to 10 percent, contingent on the availability of state funds. Requests for tentative allocation increases exceeding 10 percent must be presented to the VAB for action at a regularly scheduled meeting. The request must be submitted through Airport IQ as a project request for the amount of the increase only. The appropriate supporting documentation must also be submitted. A sponsor may receive an increase on a state funded project from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same tentative allocation. If an airport sponsor determines that it cannot act on an existing tentative allocation, the sponsor must notify the department as soon as possible so the funds can be returned to the Commonwealth Airport Fund for allocation to eligible projects. 6.5.1.1 Tentative Allocation Extensions If a state grant application has not been received by DOAV within 60 calendar days of the tentative allocation award, DOAV will contact the sponsor regarding its intention for the tentative allocation. If the sponsor plans to seek a 60-day extension from the VAB, the sponsor must submit to DOAV a written extension request, by letter, email, or fax. The written request must include an explanation as to why a grant application has not been submitted. If DOAV does not receive an extension request by the due date provided to the sponsor, it will recommend to the VAB that the tentative allocation be withdrawn. Requests for extensions and recommendations for withdrawal will be presented to the VAB at the next scheduled meeting. If a grant application has not been received by DOAV within the 60-day extension period, DOAV will again contact the sponsor regarding its intention for the tentative allocation. If the sponsor plans to seek another extension from the VAB, the sponsor must submit another written request including the reason the grant application has not been submitted and a description of work done during the extension period to resolve any issues preventing the sponsor from submitting the grant allocation. If DOAV does not receive an extension request by the due date provided to the sponsor, it will recommend to the VAB that the tentative allocation be withdrawn. Requests for extensions and recommendations for withdrawal will be presented to the VAB at the next scheduled meeting.	4.2.7.1 Tentative Allocations After each VAB meeting, DOAV sends a notification memorandum to airport sponsors listing which projects were approved and disapproved. The notification directs sponsors to submit state grant applications for approved state funded projects to DOAV within 60 calendar days of the notice of approval and reminds them that outstanding tentative allocations for state funded projects may be withdrawn by the VAB. The award of a tentative allocation is not an authorization to proceed with a project. A sponsor must have an executed grant agreement prior to beginning work or obtaining goods. If a sponsor finds that the amount of the tentative allocation is not sufficient to produce a useable deliverable from the project's scope of work, the sponsor should contact the assigned DOAV planner or engineer immediately. If a project's cost increases after the VAB has awarded a tentative allocation and before a grant agreement is executed, a sponsor may request an increase in the allocation. DOAV will review the justification for the cost change and may increase the tentative allocation by up to 10 percent, contingent on the availability of state funds. Requests for tentative allocation increases exceeding 10 percent must be presented to the VAB for action at a regularly scheduled meeting. The request must be submitted through Airport IQ as a project request for the amount of the increase only. The appropriate supporting documentation must also be submitted. A sponsor may receive an increase on a state funded project from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same tentative allocation. If an airport sponsor determines that it cannot act on an existing tentative allocation, the sponsor must notify the department as soon as possible so the funds can be returned to the Commonwealth Airport Fund for allocation to eligible projects. If a grant application for a state funded project has not been received by DOAV within 30 calendar days of the tentative allocation award, DOAV will contact the sponsor regarding its intention for the tentative allocation. If DOAV does not receive an application by the 45 calendar days after the award, the tentative allocation will expire, and the funds will be returned to the Commonwealth Airport Fund for allocation to eligible projects.
6.5.2 Grant Applications	4.2.7.2 Grant Applications

<table>
<tr><th>2016 Edition</th><th>2018 Update</th></tr>
<tr><td>For federally funded projects, a sponsor should submit a grant application to DOAV when federal funds have been secured and a federal grant application has been submitted to FAA. For state funded projects, a sponsor should submit a grant application to DOAV within 60 calendar days of the award of a tentative allocation. Sponsors must use the grant application prescribed by DOAV to provide a description of the project, a summary of funding sources with amounts, a summary of project costs, and a completion date for the project. The application form must be signed and dated.</td><td>For federally funded projects, a sponsor should submit a grant application to DOAV when federal funds have been secured and a federal grant application has been submitted to FAA.

For state funded projects, a sponsor should submit a grant application to DOAV within 45 calendar days of the award of a tentative allocation. Sponsors must use the grant application prescribed by DOAV to provide a description of the project, a summary of funding sources with amounts, a summary of project costs, and a completion date for the project. The application form must be signed and dated. If DOAV does not receive an application by the 45 calendar days after the award, the tentative allocation will expire, and the funds will be returned to the Commonwealth Airport Fund for allocation to eligible projects.</td></tr>
<tr><td>6.5.3 Grant Agreements*
DOAV will prepare a grant offer for a project after a properly completed grant application and supporting documentation has been received by DOAV.

3.4.2 Grant Agreement
The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is:

• to meet the requirements of Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds
• to ensure that all parties are aware of their respective responsibilities
• to ensure that grant funds are properly controlled and returned if not required to complete a project

Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant payment term, and grant obligation term. The Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer.

Requirements for the issuance of a grant offer will be described in the appropriate funding program chapter.

When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement.

6.5.3 Grant Agreements *

<table>
<tr><th>Project Type</th><th>Supporting Documents</th></tr>
<tr><td>planning and environmental projects</td><td>• scope of work
• A/E contract</td></tr>
<tr><td>design projects</td><td>• scope of work
• A/E contract</td></tr>
<tr><td>construction projects</td><td>• scope of work
• A/E contract</td></tr>
</table></td><td>4.2.7.3 Grant Agreement
DOAV will prepare a grant offer for a project after a properly completed grant application and supporting documentation have been received from the sponsor.

The purpose of a grant agreement, that when executed becomes a contract between the sponsor and the Commonwealth of Virginia, is:

• to meet the requirements of Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds
• to ensure that all parties are aware of their respective responsibilities
• to ensure that grant funds are properly controlled and returned if not required to complete a project

Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project name, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant term, and grant obligation term. The Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer.

When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement.

For the Airport Capital Program, the supporting documentation to be provided with a grant application include, but is not limited to:

<table>
<tr><th>Project Type</th><th>Supporting Documents</th></tr>
<tr><td>planning and environmental projects</td><td>• scope of work
• A/E contract</td></tr>
<tr><td>design projects</td><td>• scope of work
• A/E contract</td></tr>
<tr><td>construction projects</td><td>• scope of work
• A/E contract</td></tr>
</table></td></tr>
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<table><tr><td></td><td>• bids</td></tr><tr><td>terminal building design</td><td>• scope of work • A/E contract • floor plan</td></tr></table> Scopes of work must have been approved by DOAV and FAA as appropriate. If the specifics of a project generate the need for additional supporting information, the sponsors will be notified about the details of those supporting documents. For a design and construction project, the sponsor may begin preliminary design work required to develop a final scope after a tentative allocation is awarded. Final design may not begin until DOAV has approved the preliminary design. Upon DOAV approval of the final design and receipt of acceptable bids, a grant offer will be issued for the design and construction project. The grant obligation term for projects under the Airport Capital Program is typically 20 years. The grant obligation term for materials purchased under the program, such as fire extinguishers and furniture, will be based on the life expectancy of the materials. The term for projects such as a Stormwater Pollution Prevention Plan or Spill Prevention Control and Countermeasures Plan will be based on the effective longevity of the project. For land and easement acquisition projects, the grant obligation term is in perpetuity. A grant agreement becomes effective upon completion of the acceptance portion of the grant agreement. Please refer to 3.4.2 Grant Agreements for details on grant agreements.	<table><tr><td></td><td>• bids</td></tr><tr><td>terminal building design</td><td>• scope of work • A/E contract • floor plan</td></tr></table> For a design and construction project, the sponsor may begin preliminary design work required to develop a final scope after a tentative allocation is awarded. Final design may not begin until DOAV has approved the preliminary design. Upon DOAV approval of the final design and receipt of acceptable bids, a grant offer will be issued for the design and construction project. The grant obligation term for projects under the Airport Capital Program is typically 20 years. The grant obligation term for materials purchased under the program, such as fire extinguishers and furniture, will be based on the life expectancy of the materials. The term for projects such as a Stormwater Pollution Prevention Plan or Spill Prevention Control and Countermeasures Plan will be based on the effective longevity of the project. For land and easement acquisition projects, the grant obligation term is in perpetuity.
6.6 Project Implementation Once a grant agreement becomes effective, work on a project may begin. All supplemental agreements and change orders must be approved by the department prior to the subject work being initiated.	4.2.8 Project Implementation Once a grant agreement becomes effective, work on a project may begin. All supplemental agreements and change orders must be approved by the department prior to the subject work being initiated.
5.4 Design and Construction Standards DOAV intends that FAA standards and specifications be used in the design of air facility infrastructure, including facilities and equipment, where not specified in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*. Airports not included in the NPIAS should use design standards set in the *Virginia Aviation Regulations* and Virginia Department of Transportation (VDOT) construction standards. The department may allow or, for federally funded projects, seek FAA approval to use VDOT construction standards and specifications for general aviation airport infrastructure development on a case-by-case basis. The state's minimum airport licensing standards for airports are provided in Appendix E Minimum Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org.	4.2.8.1 Design and Construction Standards DOAV intends that FAA standards and specifications be used in the design of air facility infrastructure, including facilities and equipment, where not specified in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*. Airports not included in the NPIAS should use design standards set in the *Virginia Aviation Regulations* and Virginia Department of Transportation (VDOT) construction standards. The department may allow or, for federally funded projects, seek FAA approval to use VDOT construction standards and specifications for general aviation airport infrastructure development on a case-by-case basis. The state's minimum airport licensing standards for airports are provided in Appendix E Minimum Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org
6.6.1 Grant Amendments * A sponsor should submit to DOAV a written request as soon as the need for a grant amendment has been identified. DOAV will prepare a grant amendment offer if the request for the amendment is approved and funds are available for any requested change to the amount of state participation. A grant amendment becomes effective upon completion of the acceptance portion of the grant amendment. When the VAB awards an increase to an existing grant, DOAV will prepare a grant amendment offer following the board meeting. The sponsor does not need to prepare a written request as described above.	4.2.8.2 Grant Amendments A sponsor should submit to DOAV a request as described below when the need for a grant amendment has been identified. Amendments to grant agreements are not guaranteed. **All grant agreement amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds.

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3.4.3 Grant Amendment The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for an identified project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia.	The purpose of the grant amendment is to modify the terms and conditions of a grant agreement. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment.
Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project, project number, and modifications to the grant agreement.	Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project name, project number, and modifications to the grant agreement.
When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV a written request for a grant amendment. The written request must include the following information: • project number and project name • current expiration date if time extension is part of the request • reason for the request including an explanation of why the project will not be finished by the expiration date for the grant payment term or with the allocated funds • plan of action and revised project schedule for completion of the project	When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV a grant amendment application form. The sponsor shall provide the following information on the form: • project number and project name • current expiration date if time extension is part of the request • reason for the request • plan of action and revised project schedule for completion of the project
DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer.	DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer.
When the VAB awards a tentative allocation increase to an existing grant, the sponsor does not need to submit a written request for a grant amendment. DOAV will provide the grant amendment offer to the sponsor. The grant amendment offer is valid for 60 calendar days.	When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.
When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.	When the VAB awards an increase to an existing grant, DOAV will prepare a grant amendment offer. The sponsor does not need to submit a grant amendment application form.
6.6.1 Grant Amendments * DOAV can approve an administrative cost increase up to 10 percent of the total grant amount, except in the case of multi-year funding. If a requested funding increase exceeds 10 percent or modifications to the original scope of work for a state funded project are needed, the request must be presented to the VAB for action at a regularly scheduled meeting as described in 6.5.1 Tentative Allocations. A sponsor may receive an increase from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same grant. All increases are contingent on the availability of funds.	DOAV can approve an administrative cost increase up to 10 percent of the total grant amount, except in the case of multi-year funding. If a requested funding increase exceeds 10 percent or modifications to the original scope of work for a state funded project are needed, the request must be presented to the VAB for action at a regularly scheduled meeting as described in 4.2.7.1 Tentative Allocations. A sponsor may receive an increase from either DOAV or the VAB; a sponsor may not receive an increase from both entities for the same grant. All increases are contingent on the availability of funds.
The VAB has given DOAV the authority to approve changes in the original scope of work for a federally funded project as long as the grant amount does not change.	The VAB has given DOAV the authority to approve changes in the original scope of work for a federally funded project as long as the grant amount does not increase.
For details on grant amendments, please refer to 3.4.3 Grant Amendments.	
6.6.2 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV and FAA as appropriate. Examples of these issues include the	4.2.8.3 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV and FAA as appropriate. Examples of these issues include drainage

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discovery of underground tanks, storage barrels, or utility lines not marked on airport layout plans or other relevant documents; discovery of unsuitable material beneath the surface; or drainage problems. Once DOAV and FAA as appropriate approve a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV and FAA as appropriate. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided. Increases or decreases to a grant due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.	problems or the discovery of underground tanks, unmarked graves, unsuitable materials, or utility lines. Once DOAV and FAA as appropriate approve a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV and FAA as appropriate. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided. Increases or decreases to a grant due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.
6.6.3 Reimbursement A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. The department requires that partial reimbursement requests for less than $1,000 not be made for capital projects. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents If the submittal is not acceptable or complete and DOAV is not able to contact the sponsor within five business days, DOAV will consider the reimbursement request as pending and send the sponsor a written notice that explains outstanding issues. **Work completed prior to the execution of a grant agreement will not be eligible for reimbursement, with the exception of projects discussed in 6.1.1 Eligible Projects After the Fact.** DOAV will not reimburse a sponsor for more than 90 percent of a grant amount until it notifies the sponsor of receipt of acceptable deliverables or final acceptance of construction. Requests for reimbursements exceeding 90 percent of the grant should not be submitted to DOAV if the approval on project completion has not been given by DOAV. Such requests will be returned to the sponsor for correction and resubmission, thereby delaying the sponsor's receipt of the funds. After the receipt of acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost. For federally funded capital projects, DOAV will reimburse a sponsor for more than 90 percent of the grant amount, not to exceed 97.5 percent, when: • The project is considered substantially complete by FAA and DOAV.	4.2.8.4 Reimbursement **Services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement, with the exception of projects discussed in 4.2.2.1 Eligible Projects After the Fact.** Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. A reimbursement request for less than $1,000 shall not be submitted unless it is a final reimbursement request. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. It should be noted that reimbursement for Virginia sales tax is not eligible for any sponsor that is considered a political subdivision of the Commonwealth of Virginia. DOAV reserves the right to require copies of invoices and expense details of any or all costs prior to approving reimbursement. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If DOAV is not able to contact the sponsor within five business days, DOAV will return the reimbursement request. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents For federally funded capital projects, DOAV will reimburse a sponsor up to 97.5 percent of a grant amount for projects deemed substantially complete. For state funded capital projects, DOAV will reimburse a sponsor up to 95 percent of a grant amount for projects deemed substantially complete. After the receipt of acceptable deliverables or final acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.

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• The sponsor and project conditions required by FAA for reimbursement over 90 percent are met. • FAA is making a reimbursement for more than 90 percent of the grant amount. Additional guidance on reimbursement payments includes: • For federally funded construction projects, contractual work to be accomplished up to 30 days in advance may be included in a reimbursement request. This may include costs for construction materials bonded and delivered to a job site. • For land acquisition, reimbursement for 90 percent of the grant amount will be made to the sponsor prior to closing. The balance will be reimbursed, upon request, after deeds are recorded and certificates of title have been provided to DOAV. • For projects at air carrier airports for which both state entitlement and discretionary funding have been approved, sponsors must spend all of their state entitlement funds before they may submit a reimbursement request for the state discretionary funds. • For federally funded projects, the final state request for reimbursement will be processed upon verification of the final FAA approved project cost.	Additional guidance on reimbursement payments includes: • For federally funded construction projects, contractual work to be accomplished up to 30 days in advance may be included in a reimbursement request. This may include costs for construction materials bonded and delivered to a job site. • For state funded land and easement acquisition projects, reimbursement up to 95 percent of the grant amount will be made to the sponsor prior to closing. The balance will be reimbursed, upon request, after deeds are recorded and certificates of title have been provided to DOAV. • For projects at air carrier airports for which both state entitlement and discretionary funding have been approved, sponsors must spend all of their state entitlement funds before they may submit a reimbursement request for the state discretionary funds. • For federally funded projects, the final state request for reimbursement will be processed upon verification of the final FAA approved project cost.
6.6.4 Project Close-out A grant will be closed thirty days after the final reimbursement request has been processed. If a grant has an outstanding balance, the balance will be returned to the program for redistribution by the VAB under the competitive process. Underruns in one state funded project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out for construction projects. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General. After an audit, a closeout letter will be sent to the sponsor.	4.2.8.5 Project Close-out A grant will be closed 30 days after the final reimbursement request has been processed. If a grant has an outstanding balance, the balance will be returned to the Commonwealth Airport Fund. Underruns in one project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out for construction projects. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General. After an audit, a closeout letter will be sent to the sponsor.
6.7 Special Requests for Airport Capital Program Funding An airport sponsor can make a special request for state financial assistance after the submission due date or for complex projects that will take several years to complete. The VAB and DOAV have adopted the following procedures to accommodate these special requests.	4.2.9 Special Requests for Airport Capital Program Funding An airport sponsor can make a special request for state financial assistance after the submission due date or for complex projects that will take several years to complete. The VAB and DOAV have adopted the following procedures to accommodate these special requests.
6.7.1 Emergency Request An emergency is defined as an occurrence or event that threatens or may threaten life or property. Upon receipt of an emergency request from a sponsor, DOAV's director has the authority to declare that an emergency exists and will notify the VAB chair and the member who represents the sponsor. From this notification, the director shall initiate, per Code of Virginia §2.2-3708(F), an electronic meeting of the VAB, that should include the chair and the representative VAB member, during which, if at all possible, a tentative allocation can be awarded. In the event that the emergency is dire, and so documented in the meeting minutes, and a quorum cannot be obtained, any two VAB members may authorize the director to issue a tentative allocation with a requirement that the tentative allocation be placed on the agenda of the next regularly scheduled VAB meeting so the tentative allocation can be noted formally as awarded by the VAB. A sponsor may begin eligible work upon the award of the tentative allocation.	4.2.9.1 Emergency Request An emergency is defined as an occurrence or event that threatens or may threaten life or property. Upon receipt of an emergency request from a sponsor, DOAV's executive director has the authority to declare that an emergency exists and will notify the VAB chair and the member who represents the sponsor. From this notification, the executive director shall initiate, per Code of Virginia §2.2-3708(F), an electronic meeting of the VAB, that should include the chair and the representative VAB member, during which, if at all possible, a tentative allocation can be awarded. In the event that the emergency is dire, and so documented in the meeting minutes, and a quorum cannot be obtained, any two VAB members may authorize the executive director to issue a tentative allocation with a requirement that the tentative allocation be placed on the agenda of the next regularly scheduled VAB meeting so the tentative allocation can be noted formally as awarded by the VAB. A sponsor may begin eligible work upon the award of the

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A project request with appropriate supporting documentation will need to be submitted through Airport IQ for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB meeting, the sponsor must submit a grant application. DOAV will issue a grant offer in accordance with 6.5.3 Grant Agreements. The grant offer will specify that eligible costs incurred after the award of the tentative allocation and before the grant agreement becomes effective will be reimbursed.	tentative allocation. A project request with appropriate supporting documentation will need to be submitted through Airport IQ for presentation at the following VAB meeting. Scopes and bids as appropriate must also be submitted. After the VAB meeting, the sponsor must submit a grant application. DOAV will issue a grant offer in accordance with 4.2.7.3 Grant Agreements. The grant offer will specify that eligible costs incurred after the award of the tentative allocation and before the grant agreement becomes effective will be reimbursed.
6.7.2 Missed Opportunity An airport sponsor may not be aware of a need to request financial assistance until after the submittal due date. The situation generating the need may result in a missed opportunity, such as attracting an industry or enhancing air service; the need is not an emergency as described in 6.7.1 Emergency Request. The sponsor must provide to DOAV a written explanation of the cause of the missed opportunity and submit the appropriate supporting documentation through Airport IQ. In addition, for state funded projects, a scope of work or bids need to be submitted for approval. Upon receipt of a missed opportunity request by a sponsor, DOAV will contact the VAB chair and member who represents the sponsor. They will determine if the project request justifies consideration by the VAB at its next regularly scheduled meeting. The sponsor will be notified of this decision. If the decision is to let the project be considered by the VAB, DOAV will evaluate the project in accordance with 6.4 Evaluation and Selection Process and present the request to the VAB. **It must be noted that the late submittal of a project request from a sponsor does not constitute a missed opportunity.** The VAB has directed DOAV to return late project request submittals to sponsors.	4.2.9.2 Missed Opportunity An airport sponsor may not be aware of a need to request financial assistance until after the submittal due date. The situation generating the need may result in a missed opportunity, such as attracting an industry; the need is not an emergency as described in 4.2.9.1 Emergency Request. The sponsor must provide to DOAV a written explanation of the cause of the missed opportunity and submit the appropriate supporting documentation through Airport IQ. In addition, for state funded projects, a scope of work or bids shall be submitted for approval. Upon receipt of a missed opportunity request by a sponsor, DOAV will contact the VAB chair and member who represents the sponsor. They will determine if the project request justifies consideration by the VAB at its next regularly scheduled meeting. The sponsor will be notified of this decision. If the decision is to let the project be considered by the VAB, DOAV will evaluate the project in accordance with 4.2.6 Evaluation and Selection Process and present the request to the VAB. **The late submittal of a project request from a sponsor does not constitute a missed opportunity.** The VAB has directed DOAV to return late project request submittals to sponsors.
6.7.3 Multi-Year Funding In order to provide financial assistance for projects that are of such a magnitude that they would exceed maximum allowable annual funds, VAB policy allows for multi-year programming of state entitlement and discretionary funds. Multi-year allocations are based on estimated revenues and allocations to the Commonwealth Airport Fund. If revenues do not meet estimates or if future year estimates are revised downward, a multi-year allocation may be adjusted. The funding limit for a single airport sponsor as a percentage of a fiscal year as described in 6.2 State Participation is still applicable when a multi-year project is involved. When state discretionary funds are requested for multi-year funding, the project request will need to be made through Airport IQ, using the first year of funding as the estimated project cost. The narrative for the project request needs to include the funding strategy for the life of the project. Upon approval by the VAB, a tentative allocation will be issued that specifies the years for which funding is approved and the amount approved for each year. The sponsor will need to submit a grant application for the first year of the project that includes actual costs. DOAV will issue a grant offer for only the first year of the project. A project evaluation will be conducted each year of the multi-year time period. In the evaluations, the scope of work will be reviewed and compared with actual work accomplishments, cost information will be updated, and available funding will be determined. The grant agreement will be amended for subsequent year allocations upon sponsor request, and the amendments will be based on the annual project evaluations.	4.2.9.3 Multi-Year Funding In order to provide financial assistance for projects that are of such a magnitude that they would exceed maximum allowable annual funds, VAB policy allows for multi-year programming of state entitlement and discretionary funds. Multi-year allocations are based on estimated revenues and allocations to the Commonwealth Airport Fund. If revenues do not meet estimates or if future year estimates are revised, a multi-year allocation may be adjusted. The funding limit for a single airport sponsor as a percentage of a fiscal year as described in 4.2.3 State Participation is still applicable when a multi-year project is involved. When state discretionary funds are requested for multi-year funding, the project request shall be made through Airport IQ, using the first year of funding as the estimated project cost. The narrative for the project request shall include the funding strategy for the life of the project. Upon approval by the VAB, a tentative allocation will be issued that specifies the years for which funding is approved and the amount approved for each year. The sponsor shall submit a grant application for the first year of the project that includes actual costs. DOAV will issue a grant offer for only the first year of the project. A project evaluation will be conducted each year of the multi-year time period. In the evaluations, the scope of work will be reviewed and compared with actual work accomplishments, cost information will be updated, and available funding will be determined. The grant agreement will be amended for subsequent year allocations upon sponsor request, and the amendments will be based on the annual project evaluations.
6.7.4 Bridge Loan Because federal and state funding cycles do not coincide, sponsors may request the VAB to fund a project in anticipation of federal reimbursement in a subsequent federal fiscal year. In these cases, the VAB may fund the project at the appropriate ratio based on the scope of work. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* includes an assurance specifying reimbursement to the Commonwealth of Virginia. Typically, these projects are for federally eligible projects that are	4.2.9.4 Bridge Loan Because federal and state funding cycles do not coincide, sponsors may request the VAB to fund a project in anticipation of federal reimbursement in a subsequent federal fiscal year. In these cases, the VAB may fund the project at the appropriate ratio based on the scope of work. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* includes an assurance specifying reimbursement to the Commonwealth of Virginia. Typically, these projects are for federally eligible projects that are

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reimbursable after the fact, such as land acquisition. This type of project is referred to as a bridge loan. Prior to requesting a bridge loan for a federally eligible project, a sponsor must insure that the project is included in the federal Airport Improvement Program. To insure that federal funds are maximized, scopes for project requests being submitted as bridge loans must be approved by DOAV and FAA prior to the submission of the request through Airport IQ. The scope package should include the A/E agreement, description of tasks to be completed, schedule, cost estimates, and IFE if needed. Sponsors need to allow adequate time for the review and approval of scopes before the submission deadline. Within 60 calendar days of the receipt of reimbursement from FAA, the sponsor must reimburse the department the difference between the state's share of the eligible costs of the state funded project and the state's share of the eligible costs of the federally funded project. For example, the state's share of a state funded land acquisition bridge loan project with eligible costs of $100,000 is 80 percent or $80,000. If the state's share of the federally funded projects is 3 percent, then the state's share of the land acquisition project with eligible costs of $100,000 is $3,000. The difference between 80 percent and 3 percent is 77 percent; therefore, within 60 calendar days of the receipt of the reimbursement from FAA, the sponsor would have to reimburse the state for 77 percent of eligible project costs or $77,000. If the state's share of the federally funded projects is 8 percent, then the state's share of the land acquisition project with eligible costs of $100,000 is $8,000. The difference between 80 percent and 8 percent is 72 percent; therefore, within 60 calendar days of the receipt of the reimbursement from FAA, the sponsor would have to reimburse the state for 72 percent of eligible project costs or $72,000. If FAA has not reimbursed the sponsor within 48 months from the beginning of the grant obligation term of the state grant agreement, the sponsor must fully reimburse the state or request an extension of the payment period from the VAB. Failure to do so will find the sponsor non-compliant with grant assurances and may affect future funding.	reimbursable after the fact, such as land acquisition. This type of project is referred to as a bridge loan. Prior to requesting a bridge loan for a federally eligible project, a sponsor must insure that the project is included in the federal Airport Improvement Program. To insure that federal funds are maximized, scopes for project requests being submitted as bridge loans must be approved by DOAV and FAA prior to the submission of the request through Airport IQ. The scope package should include the A/E agreement, description of tasks to be completed, schedule, cost estimates, and IFE if required. Sponsors must submit the following required documentation for review at least 30 days prior to a submission deadline. Within 60 calendar days of the receipt of reimbursement from FAA, the sponsor shall reimburse the department the difference between the state's share of the eligible costs of the state funded project and the state's share of the eligible costs of the federally funded project. For example, the state's share of a state funded land acquisition bridge loan project with eligible costs of $100,000 is 80 percent or $80,000. If the state's share of the federally funded projects is 8 percent, then the state's share of the land acquisition project with eligible costs of $100,000 is $8,000. The difference between 80 percent and 8 percent is 72 percent; therefore, within 60 calendar days of the receipt of the reimbursement from FAA, the sponsor shall reimburse the state for 72 percent of eligible project costs or $72,000. If FAA has not reimbursed the sponsor within 48 months from the beginning of the grant obligation term of the state grant agreement, the sponsor shall fully reimburse the state or request an extension of the payment period from the VAB. Failure to do so will find the sponsor non-compliant with grant assurances and may affect future funding.
6.7.5 Facilities and Equipment, Security, and Maintenance Project Requests When funds are not available under the Facilities and Equipment Program, the Voluntary Security Program, or the Maintenance Program or a sponsor has reached its $100,000 fiscal year limit for maintenance allocations per airport, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the appropriate program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission. In such a case for a Part 139 airport, if the Virginia Aviation Board specifically approves the use of state entitlement funds for proposed facilities and equipment or maintenance projects, a sponsor will not be subject to the fiscal year approval restriction and reimbursement requirement described in 3.1.1.3 Air Carrier Utilization of State Entitlement and Discretionary Funds.	4.2.9.5 Facilities and Equipment, Security, and Maintenance Project Requests When funds are not available under the Facilities and Equipment Program, the Voluntary Security Program, or the Maintenance Program or a sponsor has reached its $100,000 fiscal year limit for maintenance allocations per airport, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the appropriate program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission.
3.5 Public-Private Partnerships The Public-Private Transportation Act of 1995, (PPTA) as amended, offers processes for the innovative delivery of transportation improvements, incorporating the attraction of private equity, appropriate transference of risks, incorporation of life-cycle costs, and advancement of projects in a timelier manner. The *PPTA Implementation Manual and Guidelines* provides a delivery frame work that identifies, evaluates, develops, and delivers Virginia's Public Private Partnership (P3) transportation projects in a consistent, transparent, timely, and cost effective manner.	4.2.10 Public-Private Partnerships The Public-Private Transportation Act of 1995, (PPTA) as amended, offers processes for the innovative delivery of transportation improvements, incorporating the attraction of private equity, appropriate transference of risks, incorporation of life-cycle costs, and advancement of projects in a timelier manner. The *PPTA Implementation Manual and Guidelines* provides a delivery frame work that identifies, evaluates, develops, and delivers Virginia's Public Private Partnership (P3) transportation projects in a consistent, transparent, timely, and cost effective manner.

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To expand procurement and financing opportunities for airport sponsors, the VAB adopted the policies and procedures in the PPTA and incorporated the *PPTA Implementation Manual and Guidelines,* into the DOAV *Airport Program Manual*. For P3 projects, airports sponsors are eligible to request their project share from the VAB at the state funding participation rate of 80 percent. The project request will have to compete against other requests before the board.	To expand procurement and financing opportunities for airport sponsors, the VAB adopted the policies and procedures in the PPTA and incorporated the *PPTA Implementation Manual and Guidelines,* into the DOAV *Airport Program Manual*. For P3 projects, airports sponsors are eligible to request their project share from the VAB at the state funding participation rate of 80 percent. The project request will have to compete against other requests before the board.
3.6 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written response from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.	4.2.11 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.
3.7 Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. Examples of this property are land, maintenance equipment, and loading bridges. If a sponsor disposes of such property, except land, before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. For the disposal of land at NPIAS airports, the sponsor must follow FAA policy on land release and revenue use. For the disposal of land at airports not in the NPIAS, the sponsor must request the release of property from DOAV and use proceeds on the airport. Any time a sponsor alters an Airport Layout Plan or property map, the sponsor must obtain approval from DOAV and FAA, if appropriate. When a sponsor transfers property that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with 50 percent of the value of the compensation within 30 calendar days of its receipt. When a sponsor uses a piece of equipment as a trade-in towards the purchase of new equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.	4.2.12 Sale, Transfer, and Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. Examples of this property are land, maintenance equipment, and loading bridges. If a sponsor disposes of such property, except real property (land), before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days after closing. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. For the disposal of land at NPIAS airports, the sponsor must follow FAA and DOAV policy on land release and revenue use. For the disposal of land at airports not in the NPIAS, the sponsor must request the release of property from DOAV and use proceeds on the airport. Income from the sale of land or an easement shall be reimbursed to the state on a pro-rata basis, calculated on the state's participation in the acquisition of the property at current market value. Any time a sponsor alters an Airport Layout Plan or property map, the sponsor must obtain approval from DOAV and FAA, if appropriate. When a sponsor transfers property, such as equipment, that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with 50 percent of the value of the compensation within 30 calendar days of its receipt. When a sponsor uses a piece of equipment as a trade-in towards the purchase of equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.

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3.1.2 Aviation Special Fund The Aviation Special Fund (ASF) is used for facilities and equipment, general aviation security, maintenance, aviation promotion, and air service development programs. Under *Code of Virginia* §5.1-52, taxes on aviation fuel and fees for licensing airports and aircraft are revenue sources for the ASF.	5.0 Aviation Special Fund The Aviation Special Fund (ASF) is used for facilities and equipment, general aviation security, maintenance, aviation promotion, and air service development programs. The Virginia Aviation Board has delegated the authority to review and approve funding requests for these programs to DOAV.
7.0 Facilities and Equipment Program The Facilities and Equipment Program (F&E) provides funding for the installation of electronic communication, navigation, and information systems that enhance the safety of flight and the utilization of Virginia's air transportation system. The Virginia Department of Aviation will own and maintain some of these systems, and for others, a sponsor will have ownership and be responsible for system maintenance. The Virginia Aviation Board has delegated the authority to review and approve funding requests for the F&E Program to DOAV.	5.1 Facilities and Equipment Program The Facilities and Equipment Program provides funding for the installation of electronic communication, navigation, and information systems that enhance the safety of flight and the utilization of Virginia's air transportation system. The Virginia Department of Aviation will own and maintain some of these systems, and for others, a sponsor will have ownership and responsibility for system maintenance.

7.1 Project Eligibility
In addition to meeting overall criteria provided in Chapter 5 Project Eligibility Requirements, a project must be identified in DOAV's current Virginia Facilities and Equipment Plan to be eligible for this program. The types of systems and equipment eligible to be purchased and installed using F&E funds include, but are not limited to, the following listing:
 	
DOAV Owned
• localizer
• glideslope to complete a Category I instrument landing system (ILS)
• distance measuring equipment (DME)
• non-directional beacon (NDB)
• medium intensity approach lighting system with runway alignment indicator lights (MALSR)
• automated weather observation system networking system
• UNICOM transceivers
 	
Sponsor Owned
• visual aids such as:
  • obstruction marking and lighting
  • retro-reflective markers for taxiways and ramps
  • centerline retro-reflective markers
  • visual approach guidance aids
  • rotating beacons
  • wind cones
  • segmented circles
  • precision approach path indicators (PAPIs)
  • runway end identifier lights (REILs)
  • omni direction approach light system (ODALS)
  • medium intensity runway lights (MIRLs)
  • high intensity runway lights (HIRLs)
	5.1.1 Project Eligibility
	Eligible projects for the Facilities and Equipment Program are DOAV owned or sponsor owned systems or equipment; operational costs are not eligible for funding under the program. For DOAV owned equipment, a project must be identified in DOAV's current *Virginia Facilities and Equipment Plan* to be eligible for this program. The types of systems and equipment eligible to be purchased and installed using F&E funds include, but are not limited to, the following listing:
	
	DOAV Owned
	• localizer
	• glideslope to complete a Category I instrument landing system (ILS)
	• distance measuring equipment (DME)
	• non-directional beacon (NDB)
	• medium intensity approach lighting system with runway alignment indicator lights (MALSR)
	• automated weather observation system networking system
	• UNICOM transceivers
	
	Sponsor Owned
	• visual aids such as:
	  • obstruction marking and lighting
	  • retro-reflective markers for taxiways and ramps
	  • centerline retro-reflective markers
	  • visual approach guidance aids
	  • rotating beacons
	  • wind cones
	  • segmented circles
	  • precision approach path indicators (PAPIs)
	  • runway end identifier lights (REILs)
	  • omni-direction approach light system (ODALS)
	  • medium intensity runway lights (MIRLs)
	  • high intensity runway lights (HIRLs)

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• medium intensity taxiway lights (MITLs) • runway or taxiway closure lighted marking ("X") • weather observation system • pilot weather briefing systems • ground communication outlets (GCO) • pilot-controlled lighting (PCL) systems	• medium intensity taxiway lights (MITLs) • runway or taxiway closure lighted marking ("X") • weather observation system • pilot weather briefing systems • ground communication outlets (GCO) • pilot-controlled lighting (PCL) systems
7.1.1 Virginia Facility and Equipment Plan The Virginia Facility and Equipment Plan is a component of *VATSP*. The plan assists DOAV, FAA, and sponsors by identifying new navigational aid improvements, along with the replacement and decommissioning of existing NAVAID equipment, over a 20-year period. The plan also addresses instrument approach criteria by airport role and the development of approach procedures for airports. If an airport sponsor identifies an F&E need that is not addressed in the current plan, the sponsor may submit a written request to DOAV asking that the project be added to the plan. The request must provide justification and details for the project. DOAV will evaluate the request and, as appropriate, include the project as an addendum to the current plan.	5.1.1.1 *Virginia Facility and Equipment Plan* The *Virginia Facility and Equipment Plan* is a component of *VATSP*. The plan assists DOAV, FAA, and sponsors by identifying new navigational aid improvements, along with the replacement and decommissioning of existing NAVAID equipment, over a 20-year period. The plan also addresses instrument approach criteria by airport role and the development of approach procedures for airports. If an airport sponsor identifies an F&E need that is not addressed in the current plan, the sponsor may submit a written request to DOAV asking that the project be added to the plan. The request must provide justification and details for the project. DOAV will evaluate the request and, as appropriate, include the project as an addendum to the current plan.
5.1 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • The proposed project must be shown on an airport layout plan approved by DOAV and FAA as appropriate. • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • If a sponsor is applying for state funds to match a federal project that requires a benefit cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project. 5.0 Project Eligibility Requirements Sponsors must insure that a project is consistent with local zoning ordinances and building codes.	5.1.1.2 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • The proposed project must be shown on an airport layout plan approved by DOAV and FAA as appropriate. • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • If a sponsor is applying for state funds to match a federal project that requires a benefit cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project. • A sponsor must insure that a project is consistent with local zoning ordinances and building codes.
7.2 State Participation The state's participation in an F&E project depends on whether the system/equipment will be owned and maintained by DOAV or the sponsor.	5.1.2 State Participation The state's participation in an F&E project depends on whether the system/equipment will be owned and maintained by DOAV or the sponsor.
7.2.1 DOAV Owned and Maintained Systems When DOAV will own and maintain the F&E system/equipment, the department will pay 100 percent of costs associated with DOAV responsibilities. The sponsor will pay 100 percent of costs associated with sponsor responsibilities. DOAV and the sponsor have the following responsibilities for each project: DOAV Responsibilities • conduct the pre-design conference • design the system equipment	5.1.2.1 DOAV Owned and Maintained Systems When DOAV will own and maintain the F&E system/equipment, the department will pay 100 percent of costs associated with DOAV responsibilities. The sponsor will pay 100 percent of costs associated with sponsor responsibilities. DOAV and the sponsor have the following responsibilities for each project: DOAV Responsibilities • conduct the pre-design conference • design the system equipment

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• procure the system equipment • install the system • conduct the final acceptance inspection • conduct periodic inspections • conduct ground inspections, flight inspections, and commissioning • maintain the system equipment	• procure the system equipment • install the system • conduct the final acceptance inspection • conduct periodic inspections • conduct ground inspections, flight inspections, and commissioning • maintain the system equipment
Sponsor Responsibilities • attend the pre-design conference • provide an acceptable source of electrical power and communications service to the site as specified by DOAV • acquire all land necessary for the facility and its operation, either by purchase or lease	Sponsor Responsibilities • attend the pre-design conference • provide an acceptable source of electrical power and communications service to the site as specified by DOAV • acquire all land necessary for the facility and its operation, either by purchase or lease
7.2.2 Sponsor Owned and Maintained Systems/Equipment When the sponsor will own and maintain the F&E system/equipment, the state's funding share of the costs associated with the sponsor's responsibilities is 80 percent for state funded projects and 8 percent for federally funded projects. The state's funding share of an AWOS installation or upgrade is 95 percent. DOAV and the sponsor have the following responsibilities for each project:	5.1.2.2 Sponsor Owned and Maintained Systems/Equipment When the sponsor will own and maintain the F&E system/equipment, the state's funding share of the costs associated with the sponsor's responsibilities is 80 percent for state funded projects and 8 percent for federally funded projects. The state's funding share of an AWOS installation or upgrade is 95 percent. DOAV and the sponsor have the following responsibilities for each project:
DOAV Responsibilities • attend the pre-design conference • review and approve engineering agreements • review and approve design plans • conduct inspections of the installation as required • approve requests for reimbursement	DOAV Responsibilities • attend the pre-design conference • review and approve engineering agreements • review and approve design plans • conduct inspections of the installation as required • approve requests for reimbursement
Sponsor Responsibilities • conduct the pre-design conference • design the system equipment • procure the system equipment • install the system • conduct the final acceptance inspection • conduct periodic inspections • conduct ground inspections, flight inspections, and commissioning • maintain the system equipment • provide an acceptable source of electrical power and communications service to the site as specified by DOAV	Sponsor Responsibilities • conduct the pre-design conference • design the system equipment • procure the system equipment • install the system • conduct the final acceptance inspection • conduct periodic inspections • conduct ground inspections, flight inspections, and commissioning • maintain the system equipment • provide an acceptable source of electrical power and communications service to the site as specified by DOAV

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7.2.3 Additional Sponsor Responsibilities Regardless of the ownership of the system/equipment, the sponsor is responsible for: • maintenance of the site, such as mowing, tree trimming and cutting, and removing snow • recurring power and communications costs • adequate insurance coverage of the system	5.1.2.3 Additional Sponsor Responsibilities Regardless of the ownership of the system/equipment, the sponsor is responsible for: • maintenance of the site, such as mowing, tree trimming and cutting, and removing snow • recurring power and communications costs • adequate insurance coverage of the system
7.2.4 Utilization of Airport Capital Program Funds When funds are not available under the Facilities and Equipment Program, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the Facilities and Equipment Program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission. In such a case for a Part 139 airport, if the Virginia Aviation Board specifically approves the use of state entitlement funds for proposed facilities and equipment projects, a sponsor will not be subject to the fiscal year approval restriction and reimbursement requirement described in 3.1.1.3 Air Carrier Utilization of State Entitlement and Discretionary Funds.	5.1.2.4 Utilization of Airport Capital Program Funds When funds are not available under the Facilities and Equipment Program, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the Facilities and Equipment Program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission
7.2.5 Utilization of State Entitlement Funds Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Facilities and Equipment Program. If sponsors use state entitlement funds for facilities and equipment projects, the sponsor shall not be eligible to receive approval for any funding from the Facilities and Equipment Program during the fiscal year in which the state entitlement funds are spent, except as otherwise described in 6.7.5 Facilities and Equipment, Security, and Maintenance Project Requests, from the chapter on the Airport Capital Program; 7.2.4 Utilization of Airport Capital Program Funds; and A.18 facility and equipment, security, and maintenance projects, from Appendix A. If it is determined during the review of an entitlement utilization report that a sponsor used state entitlement funds for facilities and equipment projects and also used Facilities and Equipment Program funds for other eligible projects, the sponsor must reimburse the state for the Facilities and Equipment Program grants or allocations approved within that fiscal year.	5.1.2.5 Utilization of State Entitlement Funds Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Facilities and Equipment Program. If a sponsor uses state entitlement funds for eligible project under the program, the sponsor shall not be eligible to receive any funding from the program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible facilities and equipment projects and also used funds from the Facilities and Equipment Program for other eligible projects, the sponsor must repay the state for Facilities and Equipment Program funds reimbursed within that fiscal year.
5.2 Project Scoping Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to: • substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure • extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project	5.1.3 Project Scoping Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to: • substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure • extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project

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The consultants and contractors participating in projects must be appropriately licensed and/or certified. DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.	The consultants and contractors participating in projects must be appropriately licensed and/or certified. DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.
A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above Eligible project costs related to planning and engineering efforts by professional services consultants may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV. For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents. The timing for submitting a scope for approval and any additional scoping requirements will be described in the appropriate funding program chapter.	A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above Eligible project costs related to planning and engineering efforts by professional services consultants may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. DOAV will only fund A-E work authorizations prepared on a "cost plus fixed fee, not to exceed" basis unless not deemed appropriate to the project type. For state funded projects, costs associated with assumption of risk are not eligible. In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV. For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents. When a sponsor is utilizing consultant services for a project, the contract services for a project, the contract between the sponsor and consultant must be valid when the scopes, plans and specifications, and reimbursement requests are submitted for review.
7.3 Application Process Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding sources as appropriate. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality.	5.1.4 Application Process Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding sources as appropriate. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality.

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Sponsor staff time is not an eligible sponsor administrative cost. The following supporting documentation must be submitted with the project request: • approved scope of work • quote or bid • project schedule • sketch • documentation of environmental finding as needed For project requests for eligible equipment, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved, sponsors can request an increase as described in 7.6.1 Amendments and 7.6.2 Change Orders. It should be noted that for DOAV owned system/equipment, DOAV will obtain the cost estimate. Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions.	Sponsor staff time is not an eligible sponsor administrative cost. The following supporting documentation must be submitted with the project request: • approved scope of work • quote or bid • project schedule • sketch • documentation of environmental finding as needed For project requests for eligible equipment, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved, sponsors can request an increase as described in 5.1.7.2 Amendments and 5.1.7.3 Change Orders. For DOAV owned system/equipment, DOAV will obtain the cost estimate. For a privately owned, public-use airport, a sponsor must have a valid Credit Line Deed of Trust, as described in 3.3.1 Credit Line Deed of Trust, to be eligible to receive a grant agreement. The Credit Line Deed of Trust must be in place when a project request is submitted and must have a sufficient balance to cover all phases of the overall development objective. Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions.
7.4 Evaluation and Selection Process Upon receipt of a project request, DOAV will confirm that F&E funds are available for the request and will review the project request for completeness. If funds are available, DOAV will then review the project request to make sure all eligibility criteria are satisfied. If the criteria are met, DOAV will approve the project request. DOAV will notify sponsors of its decision. The notification will specify the amount of funding allocated to the project and identify the scope of work in which DOAV will participate. For projects where DOAV will own and maintain the system, the notification will also include a schedule of work.	5.1.5 Evaluation and Selection Process Upon receipt of a project request, DOAV will confirm that F&E funds are available for the request and will review the project request for completeness. If funds are available, DOAV will then review the project request to make sure all eligibility criteria are satisfied. If the criteria are met, DOAV will approve the project request. DOAV will notify sponsors of its decision. The notification will specify the amount of funding allocated to the project and identify the scope of work in which DOAV will participate. For projects where DOAV will own and maintain the system, the notification will also include a schedule of work.
7.5 Agreement Process* For approved projects, a written notification will be sent to the sponsor. The notification will include a description of the work to be undertaken, the amount of funding allocated to the project, and funding termination date.	5.1.6 Agreement Process For approved projects, a written notification will be sent to the sponsor. The notification will include a description of the work to be undertaken, the amount of funding allocated to the project, and funding termination date.
7.5 Agreement Process * For projects for which the state's participation is less than $10,000, an allocation will be issued. After an allocation is offered for a project, as described in the written notification, the sponsor may begin work. 3.4.4 Allocation	5.1.6.1 Allocation For projects where the state's participation is less than $10,000, an allocation will be issued. The purpose of an allocation is to award funding to a project request that by its nature does not need to follow the grant process. Such projects need to be implemented quickly or are smaller in nature.

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The purpose of an allocation is to award funding to a project request that by its nature does not need to follow the grant process. Such projects need to be implemented quickly or are smaller in nature, such as a project to repair NAVAID equipment or a project to purchase and install security signs. Upon approval of the project request in accordance with the requirements of the appropriate funding program and confirmation of funding availability, DOAV will issue a written notification to the sponsor. The notification confirms the scope of work for the project, project number, and the amount of state participation for the project. This notification also provides the effective and expiration dates for the allocation. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification.	After an allocation is offered for a project, DOAV will issue a written notification to the sponsor. The notification confirms the scope of work for the project, project number, and the state funding amount. This notification also provides the effective and expiration dates for the allocation. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification.
7.5 Agreement Process* For projects for which the state's participation is equal to or greater than $10,000, either a tentative allocation will be awarded or a grant offer will be issued, based on the scope of work. 3.4.2 Grant Agreement The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is: • to meet the requirements of *Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds* • to ensure that all parties are aware of their respective responsibilities • to ensure that grant funds are properly controlled and returned if not required to complete a project Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant payment term, and grant obligation term. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer. Requirements for the issuance of a grant offer will be described in the appropriate funding program chapter. When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement. 7.5 Agreement Process* The timing of the grant offer depends on the ownership of the system/equipment and type of project: • When the sponsor will own the system/equipment and the project is for design work only, a design grant offer will be offered to the sponsor. • When the sponsor will own the system/equipment and the project is for design and construction, the	5.1.6.2 Grant Agreement For projects where the state's participation is equal to or greater than $10,000, either a tentative allocation will be awarded or a grant offer will be issued, based on the scope of work. The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is: • to meet the requirements of *Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds* • to ensure that all parties are aware of their respective responsibilities • to ensure that grant funds are properly controlled and returned if not required to complete a project Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant term, and grant obligation term. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement. For the Facility and Equipment Program, the timing of the grant offer depends on the ownership of the system/equipment and type of project: • When the sponsor will own the system/equipment and the project is for design work only, a design grant offer will be sent to the sponsor. • When the sponsor will own the system/equipment and the project is for design and construction, the

<table>
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<tr><td>sponsor may begin preliminary design work required to develop a final scope. Final design may not begin until DOAV has approved the preliminary design. Upon DOAV approval of the final design and receipt of acceptable bids, a grant offer will be issued for the design and construction project.
• When DOAV will own the system/equipment, a grant offer will be sent to the sponsor for each phase of the project that are identified as the design, the purchase of equipment, and the construction, which includes construction administration.

The sponsor's responsibilities as they relate to the operation and maintenance of the equipment and site are provided in the Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources. If the specifics of a project generate the need for additional terms and conditions, those terms and conditions will be stated in the grant agreement for the project.</td><td>sponsor may begin preliminary design work required to develop a final scope. Final design may not begin until DOAV has approved the preliminary design. Upon DOAV approval of the final design and receipt of acceptable bids, a grant offer will be issued for the design and construction project.
• When DOAV will own the system/equipment, a grant offer will be sent to the sponsor for each phase of the project. The phases are design, the purchase of equipment, and construction, which includes construction administration.

The sponsor's responsibilities as they relate to the operation and maintenance of the equipment and site are provided in the Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources. If the specifics of a project generate the need for additional terms and conditions, those terms and conditions will be stated in the grant agreement for the project.</td></tr>
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• new Navaids
• new REILs
• new AWOS
• new beacon</td></tr>
<tr><td>10 years</td><td>• wind cone
• supplemental wind cone
• ground communication outlets
• partial weather observation systems such as Super AWOS and DigiWx</td></tr>
<tr><td>5 years</td><td>• computer for weather observation system</td></tr>
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Please refer to 3.4.2 Grant Agreements for details on grant agreements and 3.4.4 Allocation for details on allocations.</td><td>The grant obligation term for projects under the Facilities and Equipment Program varies, based on the type of project. Examples of grant obligation terms include:
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<tr><td>7.6 Project Implementation

The timing of work elements and reimbursement also depends on the ownership of the system/equipment and type of project:

• When the sponsor will own the system/equipment and the project is only for design, design work and bidding will begin after the grant agreement becomes effective. Reimbursements may be requested throughout the design and bidding process.
• When the sponsor will own the system/equipment and the project is for design and construction, preliminary design work and bidding may begin after the sponsor has received the tentative allocation notification. Construction may begin after the grant agreement becomes effective. Reimbursement for work beginning in the design phase may be requested after the grant agreement becomes effective.
• When DOAV will own the system/equipment, DOAV will handle the design, equipment purchase, and bid advertisement for the project. The sponsor needs to coordinate its construction responsibilities for electricity and communications service with the department’s construction work so conflicts and delays are avoided.</td><td>5.1.7 Project Implementation

The timing of work elements and reimbursement also depends on the ownership of the system/equipment and type of project:

• When the sponsor will own the system/equipment and the project is only for design, design work and bidding will begin after the grant agreement becomes effective. Reimbursements may be requested throughout the design and bidding process.
• When the sponsor will own the system/equipment and the project is for design and construction, preliminary design work and bidding may begin after the sponsor has received the tentative allocation notification. Construction may begin after the grant agreement becomes effective. Reimbursement for work beginning in the design phase may be requested after the grant agreement becomes effective.
• When DOAV will own the system/equipment, DOAV will handle the design, equipment purchase, and bid advertisement for the project. The sponsor needs to coordinate its construction responsibilities for electricity and communications service with the department’s construction work so conflicts and delays are avoided.</td></tr>
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5.4 Design and Construction Standards DOAV intends that FAA standards and specifications be used in the design of air facility infrastructure, including facilities and equipment, where not specified in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*. Airports not included in the NPIAS should use design standards set in the *Virginia Aviation Regulations* and Virginia Department of Transportation (VDOT) construction standards. The department may allow or, for federally funded projects, seek FAA approval to use VDOT construction standards and specifications for general aviation airport infrastructure development on a case-by-case basis. The state's minimum airport licensing standards for airports are provided in Appendix E Minimum Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org.	5.1.7.1 Design and Construction Standards DOAV intends that FAA standards and specifications be used in the design of air facility infrastructure, including facilities and equipment, where not specified in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*. Airports not included in the NPIAS should use design standards set in the *Virginia Aviation Regulations* and Virginia Department of Transportation (VDOT) construction standards. The department may allow or, for federally funded projects, seek FAA approval to use VDOT construction standards and specifications for general aviation airport infrastructure development on a case-by-case basis. The state's minimum airport licensing standards for airports are provided in Appendix E Minimum Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org
7.6.1 Amendments A sponsor should submit to DOAV a written request as soon as the need for an amendment to a grant or allocation has been identified, following the submission process described in 3.4.3 Grant Amendment. For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment. For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. If the increase to an allocation brings the total state participation to $10,000 or more and DOAV approves the increase, DOAV will issue a grant offer for the project. The grant offer will include language regarding the existing allocation and the eligibility for reimbursement of work done since the allocation was approved. **All grant and allocation amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds. Please refer to 3.4.3 Grant Amendment for details on grant amendments.	5.1.7.2 Amendments A sponsor should submit to DOAV a request as described below when the need for an amendment to an allocation or grant agreement has been identified. Amendments to allocations and grant agreements are not guaranteed. 5.1.7.2.1 Projects Under Allocations For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the state funding amount. If the increase to an allocation brings the total state participation to $10,000 or more and DOAV approves the increase, DOAV will issue a grant offer for the project. The grant offer will include language regarding the existing allocation and the eligibility for reimbursement of work done since the allocation was approved. **All allocation amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds.
3.4.3 Grant Amendment *	5.1.7.2.2 Projects Under Grant Agreement For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation.

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	All grant agreement amendments must be coordinated with DOAV prior to the subject work being initiated. All increases are contingent on the availability of funds.
The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for an identified project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia.	The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for a project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment.
Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project, project number, and modifications to the grant agreement.	Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project name, project number, and modifications to the grant agreement.
When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV a written request for a grant amendment. The written request must include the following information: • project number and project name • current expiration date if time extension is part of the request • reason for the request including an explanation of why the project will not be finished by the expiration date for the grant payment term or with the allocated funds • plan of action and revised project schedule for completion of the project	When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV grant amendment application form. The sponsor shall provide the following information on the form: • project number and project name • current expiration date if time extension is part of the request • reason for the request • plan of action and revised project schedule for completion of the project
DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer.	DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer.
When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.	When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.
7.6.2 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV and FAA as appropriate. Examples of these issues include the discovery of underground tanks, storage barrels, or utility lines not marked on airport layout plans or other relevant documents; discovery of unsuitable material beneath the surface; or drainage problems. Once DOAV and FAA as appropriate approve a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV and FAA as appropriate. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided.	5.1.7.3 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV and FAA as appropriate. Examples of these issues include drainage problems and the discovery of underground tanks, unmarked graves, unsuitable materials, and utility lines. Once DOAV and FAA as appropriate approve a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV and FAA as appropriate. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided.
Increases or decreases to a grant due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.	Increases or decreases to a grant due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.
7.6.3 Reimbursement	5.1.7.4 Reimbursement **For projects where the state's participation is less than $10,000, services completed or goods ordered prior to the written notification of allocation approval will not be eligible for reimbursement. For projects where the state's participation is equal to or greater than $10,000, services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement.**

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A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. The department requires that reimbursements for less than $1,000 be made for the full amount at the completion of the project. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents If the submittal is not acceptable or complete and DOAV is not able to contact the sponsor within five business days, DOAV will consider the reimbursement request as pending and send the sponsor a written notice that explains outstanding issues. DOAV will not reimburse a sponsor for more than 90 percent of a grant or allocation amount until it notifies the sponsor of receipt of acceptable deliverables or final acceptance of construction. Requests for reimbursements exceeding 90 percent of the grant or allocation amount should not be submitted to DOAV if the approval on project completion has not been given by DOAV. Such requests will be returned to the sponsor for correction and resubmission, thereby delaying the sponsor's receipt of the funds. After the receipt of acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.	Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. The department requires that reimbursements for less than $1,000 be made for the full amount at the completion of the project. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. It should be noted that reimbursement for Virginia sales tax is not eligible for any sponsor that is considered a political subdivision of the Commonwealth of Virginia. DOAV reserves the right to require copies of invoices and expense details of any or all costs prior to approving reimbursement. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If DOAV is not able to contact the sponsor within five business days, DOAV will return the reimbursement request. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents For state funded capital projects, DOAV will reimburse a sponsor up to 95 percent of a grant amount for projects deemed substantially complete. After the receipt of acceptable deliverables or final acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost. For federally funded capital projects, DOAV will reimburse a sponsor up to 97.5 percent of a grant amount for projects deemed substantially complete. Additional guidance on reimbursement payments includes: • For federally funded construction projects, contractual work to be accomplished up to 30 days in advance may be included in a reimbursement request. This may include costs for construction materials bonded and delivered to a job site. • For federally funded projects, the final state request for reimbursement will be processed upon verification of the final FAA approved project cost.
7.6.4 Project Close-out A grant will be closed thirty days after the final reimbursement request has been processed. If a grant or allocation has an outstanding balance, the balance will be returned to the program for redistribution by DOAV. Underruns in one state funded project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out.	5.1.7.5 Project Close-out A grant will be closed 30 days after the final reimbursement request has been processed. If a grant or allocation has an outstanding balance, the balance will be returned to the Facility and Equipment Program for redistribution by DOAV. Underruns in one state funded project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out.

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An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General. After an audit, a closeout letter will be sent to the sponsor.	An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General. After an audit, a closeout letter will be sent to the sponsor.
7.7 Process for Federally Funded F&E Projects When an F&E project will involve federal funding participation, the project is considered an Airport Capital Program project. The scope needs to be submitted to the Airport Services Division's Engineering Section and must be approved before the project request is submitted through Airport IQ. The following supporting documentation is required with the project request: • project narrative • sketch • documentation of environmental coordination and findings Details on these supporting documents are provided in 6.3.3.1 Supporting Documents for Project Requests. The project request will follow the processed described in 6.4 Evaluation and Selection Process, 6.5 Agreement Process, and 6.6 Project Implementation. The Engineering Section will coordinate with the Security and Facilities Section in these processes as needed based on the scope of project.	
3.5 Public-Private Partnerships The Public-Private Transportation Act of 1995, (PPTA) as amended, offers processes for the innovative delivery of transportation improvements, incorporating the attraction of private equity, appropriate transference of risks, incorporation of life-cycle costs, and advancement of projects in a timelier manner. The *PPTA Implementation Manual and Guidelines* provides a delivery frame work that identifies, evaluates, develops, and delivers Virginia's Public Private Partnership (P3) transportation projects in a consistent, transparent, timely, and cost effective manner. To expand procurement and financing opportunities for airport sponsors, the VAB adopted the policies and procedures in the PPTA and incorporated the *PPTA Implementation Manual and Guidelines,* into the DOAV *Airport Program Manual*. For P3 projects, airports sponsors are eligible to request their project share from the VAB at the state funding participation rate of 80 percent. The project request will have to compete against other requests before the board.	5.1.8 Public-Private Partnerships The Public-Private Transportation Act of 1995, (PPTA) as amended, offers processes for the innovative delivery of transportation improvements, incorporating the attraction of private equity, appropriate transference of risks, incorporation of life-cycle costs, and advancement of projects in a timelier manner. The *PPTA Implementation Manual and Guidelines* provides a delivery frame work that identifies, evaluates, develops, and delivers Virginia's Public Private Partnership (P3) transportation projects in a consistent, transparent, timely, and cost effective manner. To expand procurement and financing opportunities for airport sponsors, the VAB adopted the policies and procedures in the PPTA and incorporated the *PPTA Implementation Manual and Guidelines,* into the DOAV *Airport Program Manual*. For P3 projects, airports sponsors are eligible to request their project share from the VAB at the state funding participation rate of 80 percent. The project request will have to compete against other requests before the board.
3.6 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide	5.1.9 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide

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DOAV with supporting documentation that must include a written response from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.	DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.
3.7 Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. Examples of this property are land, maintenance equipment, and loading bridges. If a sponsor disposes of such property, except land, before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. For the disposal of land at NPIAS airports, the sponsor must follow FAA policy on land release and revenue use. For the disposal of land at airports not in the NPIAS, the sponsor must request the release of property from DOAV and use proceeds on the airport. Any time a sponsor alters an Airport Layout Plan or property map, the sponsor must obtain approval from DOAV and FAA, if appropriate. When a sponsor transfers property that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with 50 percent of the value of the compensation within 30 calendar days of its receipt. When a sponsor uses a piece of equipment as a trade-in towards the purchase of new equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.	5.1.10 Sale, Transfer, and Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs, such as navigational equipment. If a sponsor disposes of such property before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days after closing. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. When a sponsor transfers property, such as equipment, that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with 50 percent of the value of the compensation within 30 calendar days of its receipt. When a sponsor uses a piece of equipment as a trade-in towards the purchase of equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.
8.0 Voluntary Security Program The Voluntary Security Program (VSP) provides funding for projects to enhance the security of public-use general aviation airports in Virginia. The Virginia Aviation Board has delegated the authority to review and approve funding requests for the VSP to the Virginia Department of Aviation.	5.2 Voluntary Security Program The Voluntary Security Program (VSP) provides funding for projects to enhance the security of public-use general aviation airports in Virginia.
8.1 Project Eligibility Before a general aviation airport sponsor can receive funding for a security improvement project, the airport must first be declared a "Secure Virginia Airport" as described in Chapter 13 General Aviation Airport Voluntary Security Certification Program. In addition, a security improvement project must be identified on the sponsor's approved airport security plan in order to be eligible for state funding. VSP does not require prerequisites for projects to conduct security audits and develop security plans. The following are examples of eligible for VSP funding: • airport security audit • airport security plan • terminal area fencing, including 500 feet of vinyl coated fence • perimeter fencing • electronically controlled entry gates • external and internal surveillance systems • security signage • security lighting	5.2.1 Project Eligibility Before a general aviation airport sponsor can receive funding for a security improvement project, the airport must first be declared a "Secure Virginia Airport" as described in Chapter 7 General Aviation Airport Voluntary Security Certification Program. In addition, a security improvement project must be identified on the sponsor's approved airport security plan in order to be eligible for state funding. VSP does not require prerequisites for projects to conduct security audits and develop security plans. The following are examples of eligible projects for VSP funding: • airport security audit • airport security plan • terminal area fencing, including 500 feet of vinyl coated fence • perimeter fencing • electronically controlled entry gates • external and internal surveillance systems • security signage • security lighting

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• security barriers A fence clearing project is eligible one time only. The continuing maintenance of the terminal area and perimeter fence lines is a sponsor's responsibility. Operational costs, such as the hiring of security guards, are not eligible. Sponsors should contact DOAV to discuss the eligibility of other security improvements under this program.	• security barriers A fence clearing project is eligible one time only. The continuing maintenance of the terminal area and perimeter fence lines is a sponsor's responsibility. Operational costs, such as the hiring of security guards, are not eligible. Sponsors should contact DOAV to discuss the eligibility of other security improvements under this program.
5.1 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • The proposed project must be shown on an airport layout plan approved by DOAV and FAA as appropriate. • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • If a sponsor is applying for state funds to match a federal project that requires a benefit cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project. 5.0 Project Eligibility Requirements * Some elements of projects that are planned and designed to meet locality requirements or sponsor preferences may not be eligible for state funding. Examples of these elements include, but are not limited to, certain signage on access roads and signature architecture for buildings. Sponsors must insure that a project is consistent with local zoning ordinances and building codes.	5.2.1.1 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • The proposed project must be shown on an airport layout plan approved by DOAV and FAA as appropriate. • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • If a sponsor is applying for state funds to match a federal project that requires a benefit cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project. • A sponsor must insure that a project is consistent with local zoning ordinances and building codes. Some elements of projects that are planned and designed to meet locality requirements or sponsor preferences may not be eligible for state funding. Examples of these elements include, but are not limited to, certain special fencing.
8.2 State Participation VSP funds 100 percent of projects to conduct security audits and develop security plans. The program funds 90 percent of the design and installation of security improvements that address deficiencies identified in plans and audits. DOAV will review security audits and plans, and it will review and approve engineering agreements, plans, and specifications for security improvements.	5.2.2 State Participation VSP funds 100 percent of projects to conduct security audits and develop security plans. The program funds 90 percent of the design and installation of security improvements that address deficiencies identified in plans and audits. DOAV will review security audits and plans and will review and approve engineering agreements, plans, and specifications for security improvements.
8.2.1 Utilization of Airport Capital Program Funds When funds are not available under the Voluntary Security Program, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the Voluntary Security Program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission.	5.2.2.1 Utilization of Airport Capital Program Funds When funds are not available under the Voluntary Security Program, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the Voluntary Security Program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission.
5.2 Project Scoping Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to: • substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure	5.2.3 Project Scoping Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to: • substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure

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• extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project	• extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project
The consultants and contractors participating in projects must be appropriately licensed and/or certified.	The consultants and contractors participating in projects must be appropriately licensed and/or certified.
DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.	DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.
A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above	A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above
Eligible project costs related to planning and engineering efforts by professional services consultants may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates.	Eligible project costs related to planning and engineering efforts by professional services consultants may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. DOAV will only fund A-E work authorizations prepared on a "cost plus fixed fee, not to exceed" basis unless not deemed appropriate to the project type. For state funded projects, costs associated with assumption of risk are not eligible.
In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV.	In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV.
For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents.	For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents.

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The timing for submitting a scope for approval and any additional scoping requirements will be described in the appropriate funding program chapter.	When a sponsor is utilizing consultant services for a project, the contract services for a project, the contract between the sponsor and consultant must be valid when the scopes, plans and specifications, and reimbursement requests are submitted for review.
8.3 Application Process Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding source. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost. The following supporting documentation must be submitted with the project request: • scope of work • quote or bid • project schedule • sketch • documentation of environmental coordination and finding as needed For project requests for eligible equipment, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved, sponsors can request an increase as described 8.6.1 Grant Amendments and 8.6.2 Change Orders. Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions. Requests should only be made for projects that are eligible and meet prerequisites.	5.2.4 Application Process Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding source. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost. The following supporting documentation must be submitted with the project request: • scope of work • quote or bid • project schedule • sketch • documentation of environmental coordination and finding as needed For project requests for eligible equipment, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved, sponsors can request an increase as described 5.2.7.2 Amendments and 5.2.7.3 Change Orders. For a privately owned, public-use airport, a sponsor must have a valid Credit Line Deed of Trust, as described in 3.3.1 Credit Line Deed of Trust, to be eligible to receive a grant agreement. The Credit Line Deed of Trust must be in place when a project request is submitted and must have a sufficient balance to cover all phases of the overall development objective. Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions. Requests should only be made for projects that are eligible and meet prerequisites.
8.4 Evaluation and Selection Process Upon receipt of a project request, DOAV will confirm the availability of funds within the program. DOAV will then review the project request for completeness and project eligibility. DOAV will prioritize the project(s) in consideration with existing VSP requests and make a determination regarding funding.	5.2.5 Evaluation and Selection Process Upon receipt of a project request, DOAV will confirm the availability of funds within the program. DOAV will then review the project request for completeness and project eligibility. DOAV will prioritize the project(s) in consideration with existing VSP requests and make a determination regarding funding.
8.5 Agreement Process For approved projects, a written notification will be sent to the sponsor. The notification will include a description of the work to be undertaken, the amount of funding allocated to the project, and funding termination date.	5.2.6 Agreement Process For approved projects, a written notification will be sent to the sponsor. The notification will include a description of the work to be undertaken, the amount of funding allocated to the project, and funding termination date.

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8.5 Agreement Process [portion] For projects for which the state's participation is less than $10,000, an allocation will be issued. After an allocation is offered for a project, as described in the written notification, the sponsor may begin work. 3.4.4 Allocation The purpose of an allocation is to award funding to a project request that by its nature does not need to follow the grant process. Such projects need to be implemented quickly or are smaller in nature, such as a project to repair NAVAID equipment or a project to purchase and install security signs. Upon approval of the project request in accordance with the requirements of the appropriate funding program and confirmation of funding availability, DOAV will issue a written notification to the sponsor. The notification confirms the scope of work for the project, project number, and the amount of state participation for the project. This notification also provides the effective and expiration dates for the allocation. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification.	5.2.6.1 Allocation For projects where the state's participation is less than $10,000, an allocation will be issued. The purpose of an allocation is to award funding to a project request that by its nature does not need to follow the grant process. Such projects need to be implemented quickly or are smaller in nature. After an allocation is offered for a project, DOAV will issue a written notification to the sponsor. The notification confirms the scope of work for the project, project number, and the state funding amount. This notification also provides the effective and expiration dates for the allocation. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification.
8.5 Agreement Process * For projects for which the state's participation is equal to or greater than $10,000, either a tentative allocation will be awarded or a grant offer will be issued, based on the scope of work 3.4.2 Grant Agreement The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is: • to meet the requirements of *Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds* • to ensure that all parties are aware of their respective responsibilities • to ensure that grant funds are properly controlled and returned if not required to complete a project Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant payment term, and grant obligation term. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer. Requirements for the issuance of a grant offer will be described in the appropriate funding program chapter. When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement. 8.5 Agreement Process * The timing of the grant offer depends on the type of project:	5.2.6.2 Grant Agreement For projects where the state's participation is equal to or greater than $10,000, either a tentative allocation will be awarded or a grant offer will be issued, based on the scope of work. The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is: • to meet the requirements of *Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds* • to ensure that all parties are aware of their respective responsibilities • to ensure that grant funds are properly controlled and returned if not required to complete a project Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project name, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, grant term, and grant obligation term. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement. The timing of the grant offer depends on the type of project: • For a design only or construction only project, DOAV will issue a grant offer after a tentative

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For a design only or construction only project, DOAV will issue a grant offer after a tentative allocation is awarded.
For a design and construction project, the sponsor may begin preliminary design work to develop a final scope after a tentative allocation is awarded. Final design may not begin until DOAV has approved the preliminary design. Upon DOAV approval of the final design and receipt of acceptable bids, a grant offer will be issued for the design and construction project.
The grant agreement must be effective prior to initiating any design work for a design only project, construction work, or purchases.

Please refer to 3.4.2 Grant Agreements for details on grant agreements and 3.4.4 Allocations for details on allocations.

The grant obligation term for projects under the Voluntary Security Program varies, based on the type of project. Examples of grant obligation terms include:
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• gates</td></tr>
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• security lighting
• security barriers</td></tr>
<tr><td>5 years</td><td>• security audit
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• external surveillance system
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allocation is awarded.
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8.6 Project Implementation
Once a grant agreement becomes effective or an allocation has been awarded, work may begin. Based on the type of project, DOAV may inspect a security improvement project as it progresses or when it is complete.
</td><td>
5.2.7 Project Implementation
Once an allocation has been awarded or a grant agreement becomes effective, work may begin. Based on the type of project, DOAV may inspect a security improvement project as it progresses or when it is complete.
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5.4 Design and Construction Standards
DOAV intends that FAA standards and specifications be used in the design of air facility infrastructure, including facilities and equipment, where not specified in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*. Airports not included in the NPIAS should use design standards set in the *Virginia Aviation Regulations* and Virginia Department of Transportation (VDOT) construction standards. The department may allow or, for federally funded projects, seek FAA approval to use VDOT construction standards and specifications for general aviation airport infrastructure development on a case-by-case basis.

The state's minimum airport licensing standards for airports are provided in Appendix E Minimum Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org.
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5.2.7.1 Design and Construction Standards
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The state's minimum airport licensing standards for airports are provided in Appendix E Minimum Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org
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8.6.1 Amendments
A sponsor should submit to DOAV a written request as soon as the need for an amendment to a grant or allocation has been identified, following the submission process described in 3.4.3 Grant Amendment.
</td><td>
5.2.7.2 Amendments
A sponsor should submit to DOAV a request as described below when the need for an amendment to an allocation or grant agreement has been identified. Amendments to allocations and grant agreements are not guaranteed.
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8.6.1 Amendments * A sponsor should submit to DOAV a written request as soon as the need for an amendment to a grant or allocation has been identified, following the submission process described in 3.4.3 Grant Amendment. 8.6.1 Amendments * For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment. Please refer to 3.4.3 Grant Amendment for details on grant amendments.	
8.6.1 Amendments * For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. If the increase to an allocation brings the total state participation to $10,000 or more and DOAV approves the increase, DOAV will issue a grant offer for the project. The grant offer will include language regarding the existing allocation and the eligibility for reimbursement of work done since the allocation was approved. 8.6.1 Amendments * **All grant and allocation amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds.	5.2.7.2.1 Projects Under Allocations For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the state funding amount. If the increase to an allocation brings the total state participation to $10,000 or more and DOAV approves the increase, DOAV will issue a grant offer for the project. The grant offer will include language regarding the existing allocation and the eligibility for reimbursement of work done since the allocation was approved. **All allocation amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds.
8.6.1 Amendments * For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment. 8.6.1 Amendments * **All grant and allocation amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds. 3.4.3 Grant Amendment The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for an identified project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia. Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project, project number, and modifications to the grant agreement. When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV a written request for a grant amendment. The written request must include the following information: • project number and project name	5.2.7.2.2 Projects Under Grant Agreement For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. **All grant agreement amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds. The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for a project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment. Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project name, project number, and modifications to the grant agreement. When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV grant amendment application form. The sponsor shall provide the following information on the form: • project number and project name

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• current expiration date if time extension is part of the request • reason for the request including an explanation of why the project will not be finished by the expiration date for the grant payment term or with the allocated funds • plan of action and revised project schedule for completion of the project DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.	• current expiration date if time extension is part of the request • reason for the request • plan of action and revised project schedule for completion of the project DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.
8.6.2 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV and FAA as appropriate. Examples of these issues include the discovery of underground tanks, storage barrels, or utility lines not marked on airport layout plans or other relevant documents; discovery of unsuitable material beneath the surface; or drainage problems. Once DOAV and FAA as appropriate approve a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV and FAA as appropriate. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided. Increases or decreases to a grant due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.	5.2.7.3 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV and FAA as appropriate. Examples of these issues include drainage problems and the discovery of underground tanks, unmarked graves, unsuitable materials, and utility lines. Once DOAV and FAA as appropriate approve a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV and FAA as appropriate. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided. Increases or decreases to a grant due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.
8.6.3 Reimbursement Requests for reimbursement can be made for partial amounts or the full amount. The department requires that reimbursements for less than $1,000 be made for the full amount at the completion of the project. The requests must be made using DOAV's Request for State Fund Reimbursement Form. The form must bear the sponsor's original signature and date to certify acceptance of the costs from contractors and others. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents	5.2.7.4 Reimbursement **For projects where the state's participation is less than $10,000, services completed or goods ordered prior to the written notification of allocation approval will not be eligible for reimbursement. For projects where the state's participation is equal to or greater than $10,000, services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement.** Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. The department requires that reimbursements for less than $1,000 be made for the full amount at the completion of the project. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. It should be noted that reimbursement for Virginia sales tax is not eligible for any sponsor that is considered a political subdivision of the Commonwealth of Virginia. DOAV reserves the right to require copies of invoices and expense details of any or all costs prior to approving reimbursement. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If DOAV is not able to contact the sponsor within five business days, DOAV will return the reimbursement request. If the sponsor does not respond

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If the submittal is not acceptable or complete and DOAV is not able to contact the sponsor within five business days, DOAV will consider the reimbursement request as pending and send the sponsor a written notice that explains outstanding issues. It must be noted that goods ordered and services contracted prior to DOAV approval will not be eligible for reimbursement. DOAV will not reimburse a sponsor for more than 90 percent of a grant amount or allocation until it notifies the sponsor of receipt of acceptable deliverables or final acceptance of construction. Requests for reimbursements exceeding 90 percent of the grant amount or allocation should not be submitted to DOAV if the approval on project completion has not been given by DOAV. Such requests will be returned to the sponsor for correction and resubmission, thereby delaying the sponsor's receipt of the funds. After the receipt of acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.	within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents For state funded capital projects, DOAV will reimburse a sponsor up to 95 percent of a grant amount for projects deemed substantially complete. After the receipt of acceptable deliverables or final acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost. For federally funded capital projects, DOAV will reimburse a sponsor up to 97.5 percent of a grant amount for projects deemed substantially complete. Additional guidance on reimbursement payments includes: • For federally funded construction projects, contractual work to be accomplished up to 30 days in advance may be included in a reimbursement request. This may include costs for construction materials bonded and delivered to a job site. • For federally funded projects, the final state request for reimbursement will be processed upon verification of the final FAA approved project cost.
8.6.4 Project Close-out A grant will be closed thirty days after the final reimbursement request has been processed. If a grant or allocation has an outstanding balance, the balance will be returned to the program for redistribution by DOAV. Underruns in one state funded project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out for construction projects. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. After an audit, a closeout letter will be sent to the sponsor.	5.2.7.5 Project Close-out A grant will be closed 30 days after the final reimbursement request has been processed. If a grant or allocation has an outstanding balance, the balance will be returned to the Voluntary Security Program for redistribution by DOAV. Underruns in one state funded project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out for construction projects. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. After an audit, a closeout letter will be sent to the sponsor.
8.7 Process for Federally Funded Security Projects When a project will involve federal funding participation, the project is considered an Airport Capital Program project. The scope needs to be submitted to the Airport Services Division's Engineering Section and must be approved before the project request is submitted through Airport IQ. The following supporting documentation is required with the project request: • project narrative • sketch • documentation of environmental coordination and findings Details on these supporting documents are provided in 6.3.3.1 Supporting Documents for Project Requests.	

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The project request will follow the process described in 6.4 Evaluation and Selection Process, 6.5 Agreement Process, and 6.6 Project Implementation. The Engineering Section will coordinate with the Security and Facilities Section in these processes as needed based on the scope of project.	
3.5 Public-Private Partnerships The Public-Private Transportation Act of 1995, (PPTA) as amended, offers processes for the innovative delivery of transportation improvements, incorporating the attraction of private equity, appropriate transference of risks, incorporation of life-cycle costs, and advancement of projects in a timelier manner. The *PPTA Implementation Manual and Guidelines* provides a delivery frame work that identifies, evaluates, develops, and delivers Virginia's Public Private Partnership (P3) transportation projects in a consistent, transparent, timely, and cost effective manner. To expand procurement and financing opportunities for airport sponsors, the VAB adopted the policies and procedures in the PPTA and incorporated the *PPTA Implementation Manual and Guidelines,* into the DOAV *Airport Program Manual*. For P3 projects, airports sponsors are eligible to request their project share from the VAB at the state funding participation rate of 80 percent. The project request will have to compete against other requests before the board.	5.2.8 Public-Private Partnerships The Public-Private Transportation Act of 1995, (PPTA) as amended, offers processes for the innovative delivery of transportation improvements, incorporating the attraction of private equity, appropriate transference of risks, incorporation of life-cycle costs, and advancement of projects in a timelier manner. The *PPTA Implementation Manual and Guidelines* provides a delivery frame work that identifies, evaluates, develops, and delivers Virginia's Public Private Partnership (P3) transportation projects in a consistent, transparent, timely, and cost effective manner. To expand procurement and financing opportunities for airport sponsors, the VAB adopted the policies and procedures in the PPTA and incorporated the *PPTA Implementation Manual and Guidelines,* into the DOAV *Airport Program Manual*. For P3 projects, airports sponsors are eligible to request their project share from the VAB at the state funding participation rate of 80 percent. The project request will have to compete against other requests before the board.
3.6 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written response from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.	5.2.9 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.
3.7 Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. Examples of this property are land, maintenance equipment, and loading bridges. If a sponsor disposes of such property, except land, before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. For the disposal of land at NPIAS airports, the sponsor must follow FAA policy on land release and revenue use. For the disposal of land at airports not in the NPIAS, the sponsor must request the release of property from DOAV and use proceeds on the airport. Any time a sponsor alters an Airport Layout Plan or property map, the sponsor must obtain approval from DOAV and FAA, if appropriate. When a sponsor transfers property that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with 50 percent of the value	5.2.10 Sale, Transfer, and Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. If a sponsor disposes of such property before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days after closing. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. When a sponsor transfers property, such as equipment, that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV

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of the compensation within 30 calendar days of its receipt. When a sponsor uses a piece of equipment as a trade-in towards the purchase of new equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.	with 50 percent of the value of the compensation within 30 calendar days of its receipt. When a sponsor uses a piece of equipment as a trade-in towards the purchase of equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.
9.0 Maintenance Program The Maintenance Program provides funding for non-recurring maintenance to existing airport facilities in order to keep the facilities in a safe and economical operating condition. The program is also designed to encourage and assist airport sponsors with the implementation of preventative maintenance programs that will extend the useful life of the facilities and reduce the frequency of their replacement or reconstruction. The Virginia Aviation Board has delegated the authority to review and approve funding requests for the Maintenance Program to the Virginia Department of Aviation.	5.3 Maintenance Program The Maintenance Program provides funding for non-recurring maintenance to existing airport facilities in order to keep the facilities in a safe and economical operating condition. The program is also designed to encourage and assist airport sponsors with the implementation of preventative maintenance programs that will extend the useful life of the facilities and reduce the frequency of their replacement or reconstruction.
9.1 Project Eligibility Eligible maintenance is identified as scheduled inspections, scheduled and unscheduled maintenance, and unscheduled repairs that are necessary to preserve existing airport facilities and operations. Scheduled inspections should be conducted on a quarterly basis. Maintenance funds cannot be used to upgrade, enhance, or expand facilities. In addition, Code of Virginia §5.1-55 does not allow Aviation Special Funds to be spent on recurring maintenance, which has been identified as work that must be performed daily, weekly, or monthly to maintain a facility's appearance or operational use. Recurring maintenance involves activities such as grass cutting, pavement sweeping, and snow removal. The replacement or repair of items damaged or lost due to negligence, accident, theft, or vandalism is not eligible for reimbursement.	5.3.1 Project Eligibility Eligible maintenance is identified as scheduled inspections, scheduled and unscheduled maintenance, and unscheduled repairs that are necessary to preserve existing airport facilities and operations. Maintenance funds cannot be used to upgrade, enhance, or expand facilities. In addition, Code of Virginia §5.1-55 does not allow Aviation Special Funds to be spent on recurring maintenance, which has been identified as work that must be performed daily, weekly, or monthly to maintain a facility's appearance or operational use. Recurring maintenance involves activities such as grass cutting, pavement sweeping, and snow removal. The replacement or repair of items damaged or lost due to negligence, accident, theft, or vandalism is not eligible for reimbursement. Operational costs are not eligible for state funding under the Maintenance Program.
9.1.1 Facility Maintenance Projects Eligible maintenance projects may be performed on airport facilities and infrastructure that were properly designed and constructed. Maintenance of certain airport facilities is not eligible where the original design and construction were not approved by DOAV. If a sponsor wishes to apply for maintenance funding for such a facility, a DOAV engineer must assess the original design, structural integrity, and maintenance history of the facility and determine its eligibility for the program. Eligible projects include: • obstruction removal on airport property or on property where the sponsor has the rights to top or completely remove the obstruction • pavement maintenance and repairs, including pothole repair, grass removal, crack seal, and pavement surface treatments such as slurry seals • removal of vegetation that causes pavement deterioration, impedes drainage, causes deterioration of facilities, and obstructs the visibility of fenced areas • replacement of pavement markings • repairs of airport lighting systems, visual aids, automated weather observation systems, ground communication outlets, and pilot briefing systems • emergency repairs of a facility that will prevent its destruction or deterioration if not performed	5.3.1.1 Facility Maintenance Projects Eligible maintenance projects may be performed on airport facilities and infrastructure that were properly designed and constructed. Maintenance of certain airport facilities is not eligible where the original design and construction were not approved by DOAV. If a sponsor wishes to apply for maintenance funding for such a facility, DOAV must assess the original design, structural integrity, and maintenance history of the facility and determine its eligibility for the program. Eligible projects include: • obstruction removal on airport property or on property where the sponsor has the rights to top or completely remove the obstruction • pavement maintenance and repairs, including pothole repair, grass removal, crack seal, and pavement surface treatments such as slurry seals • removal of vegetation that causes pavement deterioration, impedes drainage, causes deterioration of facilities, and obstructs the visibility of fenced areas • replacement of pavement markings • repairs of airport lighting systems, visual aids, automated weather observation systems, ground communication outlets, and pilot briefing systems • emergency repairs of a facility that will prevent its destruction or deterioration if not performed

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immediately • replacement of lamps, gaskets, transformers, cables, wind cones, and such used in eligible lighting and visual aid devices • repairs to fueling systems including repairs to electrical systems, pumping systems and lines, containment systems, rust removal, and painting • repairs to terminal buildings and maintenance equipment storage buildings, as well as associated systems and equipment that are eligible for funding under the Airport Capital Program • quarterly or annual inspections of airport lighting systems, visual aids, automated weather observation systems, and emergency generators • obstruction removal and replacement of cones due to normal wear for grass runways • preservation, maintenance, and obstruction removal projects for runways not supported by FAA	immediately • replacement of lamps, gaskets, transformers, cables, wind cones, and such used in eligible lighting and visual aid devices • repairs to fueling systems including repairs to electrical systems, pumping systems and lines, containment systems, rust removal, and painting • repairs to terminal buildings and maintenance equipment storage buildings, as well as associated systems and equipment that are eligible for funding under the Airport Capital Program • scheduled inspections of airport lighting systems, visual aids, automated weather observation systems, and emergency generators • obstruction removal and replacement of cones due to normal wear for grass runways • preservation, maintenance, and obstruction removal projects for runways not supported by FAA
Sponsors should contact DOAV with questions on whether maintenance projects not listed here may be eligible under this program. In general, if a facility is eligible for state funding under the Airport Capital Program, the Facilities and Equipment Program, and the Voluntary Security Program, maintenance of the facility is most likely eligible under the Maintenance Program. The maintenance and replacement of landscaping provided through a project funded by the state are considered operational costs and are not eligible under the Maintenance Program. It is the intent of the VAB that the state should provide financial assistance for the clearing of obstructions once and a sponsor should have the capability to maintain such areas without seeking further funding under the Maintenance Program. In areas where a sponsor has acquired adequate property interest, either through ownership or easement, and clear cutting or clearing-and-grubbing activities have been done using state funding, the sponsor is responsible for maintaining these areas free and clear of obstructions without any additional state financial support. Maintenance of areas where the sponsor has acquired only the right to top trees is eligible for state funding. Cost-effective methods of limiting tree growth, such as controlled spraying, are eligible under this program. Obstruction removal projects must meet the environmental requirements noted in Chapter 5 Project Eligibility Requirements. Maintenance and repairs may be performed on eligible buildings and associated systems and equipment that are eligible for funding under the Airport Capital Program, such as plumbing and electrical systems, roofs, and structural elements. Eligible activities include exterior and interior painting. Items and activities that are not eligible include, but are not limited to, janitorial services, wallpapering, window treatments, lamp replacement, and exterior power washing. When a project request is for the replacement of whole systems such as carpeting, heating, ceiling tiles, roof bladders, and air conditioning, DOAV may request a detailed professional analysis of the current system or will physically inspect the site and use that review to determine need and eligibility.	**Sponsors should contact DOAV with questions on whether maintenance projects not listed here may be eligible under this program.** If a facility is eligible for state funding under the Airport Capital Program, the Facilities and Equipment Program, and the Voluntary Security Program, maintenance of the facility or equipment is generally eligible under the Maintenance Program. The maintenance and replacement of landscaping provided through a project funded by the state are considered operational costs and are not eligible under the Maintenance Program. It is the intent of the VAB that the state should provide financial assistance for the clearing of obstructions once and a sponsor should have the capability to maintain such areas without seeking further funding under the Maintenance Program. In areas where a sponsor has acquired adequate property interest, either through ownership or easement, and clear cutting or clearing-and-grubbing activities have been done using state funding, the sponsor is responsible for maintaining these areas free and clear of obstructions without any additional state financial support. Maintenance of areas where the sponsor has acquired only the right to top trees is eligible for state funding. Cost-effective methods of limiting tree growth, such as controlled spraying, are eligible under this program. Obstruction removal projects must meet the environmental requirements noted in 5.3.1.4 Basic Eligibility Requirements. 5.3.1.1.1 Building and Associated Systems Maintenance Projects Maintenance and repairs may be performed on eligible buildings and associated systems and equipment that are eligible for funding under the Airport Capital Program, such as plumbing and electrical systems, roofs, and structural elements. Eligible activities include exterior and interior painting. Items and activities that are not eligible include, but are not limited to, janitorial services, wallpapering, window treatments, lamp replacement, and exterior power washing. When a project request is for the replacement of whole systems such as carpeting, heating, ceiling tiles, roof bladders, and air conditioning, DOAV may request a detailed professional analysis of the current system or will inspect the site and use that review to determine need and eligibility.
9.1.2 Purchase of Maintenance Equipment So that sponsors have the necessary equipment to handle recurring maintenance, the VAB has identified the purchase of certain pieces of maintenance equipment and their upkeep as eligible for funding assistance. Listed below are examples of maintenance equipment eligible and ineligible for purchase under the Maintenance Program.	5.3.1.2 Purchase of Maintenance Equipment So that sponsors have the necessary equipment to handle recurring maintenance, the VAB has identified the purchase of certain pieces of maintenance equipment and their upkeep as eligible for funding assistance. Listed below are examples of maintenance equipment eligible and ineligible for purchase under the Maintenance Program.

Eligible Equipment	Ineligible Equipment

Eligible Equipment	Ineligible Equipment

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• self-propelled mowers • tractors • mower attachments • spray attachments for vegetation control • sweeper attachments • snow blades • front end loader vehicles • trucks, new or used, with gross vehicle weight of 15,000 to 30,000 pounds, single axle, dual rear tires, dump body, and cab to seat a maximum of three people • small utility vehicles and attachments specifically made for those vehicles where the vehicle may be two or four wheel drive and shall not exceed gross vehicle weight of 2,600 nor 133 inches in length and 65 inches in width • chain saws, weed trimmers, etc. • hand tools • fuel trucks • courtesy vehicles • aircraft tugs • snowblowers not included in a snow removal equipment plan for a FAR Part 139 airport	• self-propelled mowers • tractors • mower attachments • spray attachments for vegetation control • sweeper attachments • snow blades • front end loader vehicles • trucks, new or used, with gross vehicle weight of 15,000 to 30,000 pounds, single axle, dual rear tires, dump body, and cab to seat a maximum of three people • small utility vehicles and attachments specifically made for those vehicles where the vehicle may be two or four wheel drive and shall not exceed gross vehicle weight of 2,600 nor 133 inches in length and 65 inches in width • chain saws, weed trimmers, etc. • hand tools • fuel trucks • courtesy vehicles • aircraft tugs • snowblowers not included in a snow removal equipment plan for a FAR Part 139 airport
Equipment acquired under this program shall be exclusively operated and properly stored on airport property, except for instances where off-site repairs to the equipment are required. Such equipment must not be sold, used for trade-in value, traded, or donated without prior DOAV approval; this condition does not apply to equipment purchased with state entitlement funds. Sponsors of publicly owned airports may purchase maintenance equipment through contracts established for the Commonwealth of Virginia. For information about this service, sponsors should contact the Virginia Department of General Services, www.dgs.virginia.gov.	Equipment acquired under this program shall be exclusively operated and properly stored on airport property, except for instances where off-site repairs to the equipment are required. Such equipment must not be sold, used for trade-in value, traded, or donated without prior DOAV approval. Sponsors of publicly owned airports may purchase maintenance equipment through contracts established for the Commonwealth of Virginia. For information about this service, sponsors should contact the Virginia Department of General Services, www.dgs.virginia.gov.
9.1.2.1 Purchase of Used Maintenance Equipment Sponsors may choose to purchase used equipment, after having considered lifecycle operational and maintenance costs, availability of warranties, and the availability of spare parts. While care must be used in acquiring used equipment, some items have a substantial operating life remaining, and the cost is significantly lower than that of new equipment. Used equipment may be obtained through surplus sales, auctions, or other sources approved by DOAV. If a sponsor chooses to purchase used equipment, the sponsor will determine the specifications for the equipment and submit the specifications to the assigned Security and Facilities engineer for approval prior to any further action being taken. The sponsor will then acquire three quotes for equipment meeting the specifications. DOAV will issue a 60-day tentative allocation to the sponsor for the purchase of equipment based on the three quotes. Within this 60-day period, if the sponsor chooses to purchase the equipment through a surplus sale, auction, or other source approved by DOAV, the sponsor can use the tentative allocation at the 50 percent state participation rate to set its maximum purchase price or bid for the equipment; the sponsor may exceed this maximum amount but would be responsible for all costs over that amount. The equipment must meet or exceed the specifications approved by DOAV. After the equipment is purchased, DOAV will issue a grant agreement as it does for the purchase of new equipment. If the sponsor does not purchase the equipment within the 60-day period, the tentative allocation will revert back to the Maintenance Program for reallocation. Many pieces of equipment may be available for purchase through the state and federal surplus property	5.3.1.2.1 Purchase of Used Maintenance Equipment Sponsors may choose to purchase used equipment, after having considered lifecycle operational and maintenance costs, availability of warranties, and the availability of spare parts. While care must be used in acquiring used equipment, some items have a substantial operating life remaining, and the cost is significantly lower than that of new equipment. Used equipment may be obtained through surplus sales, auctions, or other sources approved by DOAV. If a sponsor chooses to purchase used equipment, the sponsor will determine the specifications for the equipment and submit the specifications to the assigned Security and Facilities engineer for approval prior to any further action being taken. The sponsor will then acquire three quotes for equipment meeting the specifications. DOAV will issue a 60-day tentative allocation to the sponsor for the purchase of equipment based on the three quotes. Within this 60-day period, if the sponsor chooses to purchase the equipment through a surplus sale, auction, or other source approved by DOAV, the sponsor can use the tentative allocation at the 50 percent state participation rate to set its maximum purchase price or bid for the equipment; the sponsor may exceed this maximum amount but would be responsible for all costs over that amount. The equipment must meet or exceed the specifications approved by DOAV. After the equipment is purchased, DOAV will issue a grant agreement as it does for the purchase of new equipment. If the sponsor does not purchase the equipment within the 60-day period, the tentative allocation will revert back to the Maintenance Program for reallocation. Many pieces of equipment may be available for purchase through the state and federal surplus property

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systems. While care must be used in acquiring such items, some surplus items have a substantial operating life remaining, and the cost is significantly lower than that of new equipment. To access the state system, sponsors should contact the Virginia Department of General Services, www.dgs.virginia.gov. For eligibility and access information for the federal system, sponsors should contact the Federal Aviation Administration Washington Airports District Office at 703-661-1354. Surplus equipment is also available from airport sponsors around the state. Airport sponsors and managers post information on this surplus equipment through DOAV's website at www.doav.virginia.gov.	systems. While care must be used in acquiring such items, some surplus items have a substantial operating life remaining, and the cost is significantly lower than that of new equipment. To access the state system, sponsors should contact the Virginia Department of General Services, www.dgs.virginia.gov. For eligibility and access information for the federal system, sponsors should contact the Federal Aviation Administration Washington Airports District Office at 703-661-1354. Surplus equipment is also available from airport sponsors around the state.
9.1.3 Maintenance of Equipment Repairs to eligible equipment and replacement of worn equipment components are eligible for state funding. Periodic preventative maintenance for eligible maintenance equipment, such as fluid changes and tune-ups, is not eligible for state funding.	5.3.1.3 Maintenance of Equipment Repairs to eligible equipment and replacement of worn equipment components are eligible for state funding. Periodic preventative maintenance for eligible maintenance equipment, such as fluid changes and tune-ups, is not eligible for state funding.
5.1 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • The proposed project must be shown on an airport layout plan approved by DOAV and FAA as appropriate. • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • If a sponsor is applying for state funds to match a federal project that requires a benefit cost analysis, the analysis must be approved by FAA before DOAV will offer a favorable recommendation on the project. 5.0 Project Eligibility Requirements * Projects to bring an airport into compliance with the state's minimum airport licensing standards as stated in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* are eligible.	5.3.1.4 Basic Eligibility Requirements Each project must meet the following basic eligibility requirements: • A sponsor shall provide documentation of environmental coordination and the findings and acceptance from the appropriate authorities on all environmental actions for a project as required by federal or state law. This documentation could be a Categorical Exclusion (CAT EX), a Finding of No Significant Impact (FONSI), a Record of Decision (ROD), or a Coastal Zone Resource Management (CZRM) determination if applicable. • A sponsor must insure that a project is consistent with local zoning ordinances and building codes. Projects to bring an airport into compliance with the state's minimum airport licensing standards as stated in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* are eligible. Projects for operational activities on an airport are not eligible for state funding under any of the programs under the authority of the VAB or DOAV.
9.2 State Participation The state's participation rate for projects under the Maintenance Program is 80 percent, except for AWOS equipment, fueling systems, terminal buildings, the purchase of maintenance equipment, and the maintenance of equipment. The state's participation in the maintenance of sponsor-owned AWOS equipment will be 95 percent. Maintenance for fueling systems will be funded at the ratio the state originally used to install the system as described in Appendix A, item A.12 fueling systems. Maintenance for terminal buildings will be based on the amount of public-use space as described in Appendix B, B.6.1 Terminal Building Maintenance. The funding rates for the purchase of maintenance equipment and the maintenance of equipment are described in 9.2.2 Purchase of Maintenance Equipment and 9.2.3 Maintenance of Equipment. Each airport sponsor may receive up to $100,000 per fiscal year for eligible maintenance projects, contingent on the availability of state funds.	5.3.2 State Participation The state's participation rate for projects under the Maintenance Program is 80 percent, except for AWOS equipment, fueling systems, terminal buildings, the purchase of maintenance equipment, and the maintenance of equipment. The state's participation in the maintenance of sponsor-owned AWOS equipment will be 95 percent. Maintenance for fueling systems will be funded at the ratio the state originally used to install the system as described in Appendix A, item A.12 fueling systems. Maintenance for terminal buildings will be based on the amount of public-use space as described in Appendix B, B.6.1 Terminal Building Maintenance. The funding rates for the purchase of maintenance equipment and the maintenance of equipment are described in 5.3.2.2 Purchase of Maintenance Equipment and 5.3.2.3 Maintenance of Equipment. Each airport sponsor may receive up to $100,000 per fiscal year for eligible maintenance projects, contingent on the availability of state funds.

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9.2.1 Facility Maintenance Projects As airport sponsors have varying financial resources for maintenance activities, DOAV offers three approaches for funding eligible maintenance projects, based on who performs the work and what expenses will be submitted for reimbursement: • When a private contractor is used to perform the work and reimbursement will be based on labor, equipment, and materials, DOAV will fund up to 80 percent of the eligible project cost for work performed by a private contractor. • When a sponsor performs the work using its own employees and reimbursement will be based on the cost of materials and the use of the sponsor's employees and equipment at a predetermined rate approved by the department, DOAV will fund up to 80 percent of the eligible project cost for work performed by a sponsor. • When a sponsor performs the work using its own labor and equipment and seeks reimbursement for materials only, DOAV will fund 100 percent of the cost of eligible materials. Sponsors should contact DOAV regarding the eligibility of materials. The supporting documentation needed for reimbursement is described in 9.6.3 Reimbursement. When a private contractor will be hired or where the cost of sponsor-installed materials or equipment will meet or exceed $5,000, the sponsor shall solicit a minimum of three bids for a project or a combination of projects. Similar projects should be combined whenever possible. Copies of all the bids shall be submitted to DOAV for review and concurrence. When warranted, DOAV may waive the requirement for three bids. When the total cost of a project is less than $5,000, only one telephone bid is required. If a private contractor is already under contract with a sponsor in accordance with the Virginia Public Procurement Act, a sponsor may use that contractor instead of soliciting bids for contractor services.	5.3.2.1 Facility Maintenance Projects As airport sponsors have varying financial resources for maintenance activities, DOAV offers three approaches for funding eligible maintenance projects, based on who performs the work and what expenses will be submitted for reimbursement: • When a private contractor is used to perform the work and reimbursement will be based on labor, equipment, and materials, DOAV will fund up to 80 percent of the eligible project cost for work performed by a private contractor. For scheduled inspections and maintenance for AOWS equipment, DOAV will fund 95 percent of the eligible project cost for work performed by a private contractor. • When a sponsor performs the work using its own employees and reimbursement will be based on the cost of materials and the use of the sponsor's employees and equipment at a predetermined rate approved by the department, DOAV will fund up to 80 percent of the eligible project cost for work performed by a sponsor. • When a sponsor performs the work using its own labor and equipment and seeks reimbursement for materials only, DOAV will fund 100 percent of the cost of eligible materials. Sponsors should contact DOAV regarding the eligibility of materials. The supporting documentation needed for reimbursement is described in 5.3.7.4 Reimbursement. When a private contractor will be hired or where the cost of sponsor-installed materials or equipment will meet or exceed $5,000, the sponsor shall solicit a minimum of three bids for a project or a combination of projects. Similar projects should be combined whenever possible. Copies of all the bids shall be submitted to DOAV for review and concurrence. When warranted, DOAV may waive the requirement for three bids. When the total cost of a project is less than $5,000, only one bid is required. If a private contractor is already under contract with a sponsor in accordance with the Virginia Public Procurement Act, a sponsor may use that contractor instead of soliciting bids for contractor services.
9.2.1.1 Obstruction Removal When federal funding will be used for an obstruction removal project, the state will participate at the prevailing rate for federally funded projects. When federal funding will not be used for an obstruction removal project, an airport sponsor needs to use the balance of the sponsor's fiscal year maintenance allocation up to $100,000 for the obstruction removal. If the cost of the project exceeds that balance, the sponsor will need to apply to the VAB for Airport Capital Program funds for the state's participation in the remainder of the project. Obstruction removal projects will be considered as regular maintenance projects, and the state's participation rate will be 80 percent. These state rates apply regardless of the funding program utilized. DOAV's participation in the removal of trees that have been determined to be obstructions is dependent on whether the sponsor owns the property or has an avigation easement for the property. • When the sponsor owns the property, DOAV will reimburse the sponsor one time to remove the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing. The state's participation rate will be 80 percent. • When the sponsor's avigation easement or agreement only permits the topping of trees, DOAV will reimburse the sponsor to top the trees on an as needed basis in accordance with easements and agreements. The easements and agreements must specify that the trees will be topped at least 10 feet below the applicable surface. The state's participation rate will be 80 percent. • When the sponsor's avigation easement permits the sponsor to clear cut the trees to ground level,	5.3.2.1.1 Obstruction Removal When federal funding will be used for an obstruction removal project, the state will participate at the prevailing rate for federally funded projects. When federal funding will not be used for an obstruction removal project, an sponsor needs to use the balance of the sponsor's fiscal year maintenance allocation up to $100,000 for the obstruction removal. If the cost of the project exceeds that balance, the sponsor will need to apply to the VAB for Airport Capital Program funds for the state's participation in the remainder of the project. Obstruction removal projects will be considered as regular maintenance projects, and the state's participation rate will be 80 percent. DOAV's participation in the removal of trees that have been determined to be obstructions is dependent on whether the sponsor owns the property or has an avigation easement for the property. • When the sponsor owns the property, DOAV will reimburse the sponsor one time to remove the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing. The state's participation rate will be 80 percent. • When the sponsor's avigation easement or agreement only permits the topping of trees, DOAV will reimburse the sponsor to top the trees on an as needed basis in accordance with easements and agreements. The easements and agreements must specify that the trees will be topped at least 10 feet below the applicable surface. The state's participation rate will be 80 percent. • When the sponsor's avigation easement permits the sponsor to clear cut the trees to ground level,

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DOAV will reimburse the sponsor one time to cut the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing if the avigation easement so permits. The state's participation rate will be 80 percent. Sponsors of FAR Part 139 airports may use state entitlement funds for obstruction removal projects. If a sponsor uses state entitlement funds for an obstruction removal project, the sponsor will not be subject to the fiscal year approval restriction and reimbursement requirement described in 3.1.1.3 Air Carrier Utilization of State Entitlement and Discretionary Funds. Sponsors of FAR Part 139 airports can request state discretionary funding for obstruction removal when the sponsor has exceeded the sponsor's fiscal year maintenance allocation of $100,000 or maintenance funds are not available for such projects.	DOAV will reimburse the sponsor one time to cut the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing if the avigation easement so permits. The state's participation rate will be 80 percent. • When the obstruction area cannot be routinely maintained due to environmental sensitivity, limited physical access, and restrictions on equipment and clearing allowed, DOAV may reimburse the sponsor to cut trees more than one time. Sponsors of FAR Part 139 airports may use state entitlement funds for obstruction removal projects.
9.2.2 Purchase of Maintenance Equipment A sponsor may receive up to $50,000 over a five-year period to purchase eligible maintenance equipment. The dollar limit and time period begin with the execution of the first grant for procurement and end five years from that date. After a five-year period ends, the next period begins with the execution of the next equipment procurement grant. The department will fund 50 percent of the acquisition of eligible maintenance equipment. The funds that can be used to purchase maintenance equipment are part of the $100,000 fiscal year limit for maintenance allocation. If a sponsor uses state entitlement funds to purchase maintenance equipment as noted in 9.2.5 Utilization of State Entitlement Funds, the state's participation rate is 80 percent. The dollar limits and time period do not apply to such purchases. In bid solicitations, sponsors may use minimum specifications for equipment or list a specific manufacturer and product; however, if a specific piece of equipment is listed, the solicitation must also include a condition allowing for bids on equivalent equipment. When the total cost of a project is less than $5,000, only one telephone bid is required. When the cost of equipment will meet or exceed $5,000, the sponsor shall solicit a minimum of three bids for the equipment. When warranted, DOAV may waive the requirement for three bids. Copies of all the bids shall be submitted to DOAV for review and concurrence.	5.3.2.2 Purchase of Maintenance Equipment A sponsor may receive up to $50,000 over a 5-year period to purchase eligible maintenance equipment. The dollar limit and time period begin with the execution of the first grant for procurement and end 5 years from that date. After a 5-year period ends, the next period begins with the execution of the next equipment procurement grant. The department will fund 50 percent of the acquisition of eligible maintenance equipment. The funds that can be used to purchase maintenance equipment are part of the $100,000 fiscal year limit for maintenance allocation. If a sponsor uses state entitlement funds to purchase maintenance equipment as noted in 5.3.2.5 Utilization of State Entitlement Funds, the state's participation rate is 80 percent. The dollar limits and time period do not apply to such purchases. In bid solicitations, sponsors may use minimum specifications for equipment or list a specific manufacturer and product; however, if a specific piece of equipment is listed, the solicitation must also include a condition allowing for bids on equivalent equipment. When the total cost of a project is less than $5,000, only one bid is required. When the cost of equipment will meet or exceed $5,000, the sponsor shall solicit a minimum of three bids for the equipment. When warranted, DOAV may waive the requirement for three bids. Copies of all the bids shall be submitted to DOAV for review and concurrence.
9.2.3 Maintenance of Equipment Repairs to eligible equipment and the replacement of worn equipment components are eligible for state funding at a 50 percent participation rate. The costs of repairs accumulate toward the $100,000 fiscal year limit for maintenance allocations. Equipment eligible for repair using Maintenance Program funds includes, but is not limited to: • maintenance equipment purchased under the Maintenance Program • air rescue and fire fighting equipment (ARFF) for air carrier airports • snow and ice removal equipment for air carrier airports • snow removal attachments for general aviation airports The cost to make surplus or used equipment operational at the time of purchase is eligible for state funding at a 50 percent participation rate and accumulates toward the total state share of $50,000 for equipment purchases.	5.3.2.3 Maintenance of Equipment Repairs to eligible equipment and the replacement of worn equipment components are eligible for state funding at a 50 percent participation rate. The costs of repairs accumulate toward the $100,000 fiscal year limit for maintenance allocations. Equipment eligible for repair using Maintenance Program funds includes, but is not limited to: • maintenance equipment purchased under the Maintenance Program • aircraft and fire fighting equipment (ARFF) for air carrier airports • snow removal equipment for air carrier airports • snow removal attachments for general aviation airports The cost to make surplus or used equipment operational at the time of purchase is eligible for state funding at a 50 percent participation rate and accumulates toward the total state share of $50,000 for equipment purchases.

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9.2.4 Utilization of Airport Capital Program Funds When a sponsor has reached the $100,000 fiscal year limit for maintenance allocations per airport or when funds are not available under the Maintenance Program, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the Maintenance Program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission. In such a case for a Part 139 airport, if the Virginia Aviation Board specifically approves the use of state entitlement funds for proposed maintenance projects, a sponsor will not be subject to the fiscal year approval restriction and reimbursement requirement described in 3.1.1.3 Air Carrier Utilization of State Entitlement and Discretionary Funds.	5.3.2.4 Utilization of Airport Capital Program Funds When a sponsor has reached the $100,000 fiscal year limit for maintenance allocations per airport or when funds are not available under the Maintenance Program, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the Maintenance Program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission.
9.2.5 Utilization of State Entitlement Funds Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program. In addition, these sponsors may use state entitlement funds to secure maintenance contracts and repairs related to systems and equipment. Eligible systems and equipment include, but are not limited to: • elevators • escalators • security access systems • CCTV systems • terminal HVAC systems • systems not generally maintained by airport personnel Multi-year maintenance contracts would need to be programmed for each year of the contract. Maintenance contracts would receive no project priority scoring as noted in 3.1.1.3.1 Entitlement Only Projects. Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 9.2 State Participation and 9.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state's participation rate is 80 percent for this type of purchase. Other types of eligible maintenance equipment include, but are not limited to: • crack sealing equipment • large embankment mowers • lifts • bucket trucks • FOD collectors • runway sweepers • friction testers • airfield rubber and paint removal equipment If sponsors use state entitlement funds for maintenance projects, maintenance contracts, or the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the	5.3.2.5 Utilization of State Entitlement Funds Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program. In addition, these sponsors may use state entitlement funds to secure maintenance contracts and repairs related to systems and equipment. Eligible systems and equipment include, but are not limited to: • elevators • escalators • security access systems • CCTV systems • terminal HVAC systems • systems not generally maintained by airport personnel Multi-year maintenance contracts would need to be programmed for each year of the contract. Maintenance contracts would receive no project priority scoring as noted in 4.1.4.2 Entitlement Only Projects. Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 5.3.2 State Participation and 5.3.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state's participation rate is 80 percent for this type of purchase. Other types of eligible maintenance equipment include, but are not limited to: • crack sealing equipment • large embankment mowers • lifts • bucket trucks • FOD collectors • runway sweepers • friction testers • airfield rubber and paint removal equipment If sponsors use state entitlement funds for maintenance projects, maintenance contracts, or the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the

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Maintenance Program during the fiscal year in which the state entitlement funds are spent, except as otherwise described in 6.7.5 Facilities and Equipment, Security, and Maintenance Project Requests from the chapter on the Airport Capital Program; 9.2.1.1 Obstruction Removal and 9.2.4 Utilization of Airport Capital Program Funds; and A.11 facility and equipment, security, and maintenance projects and A.13 obstruction removal, from Appendix A. If it is determined during the review of an entitlement utilization report that a sponsor used entitlement funds for eligible maintenance projects and also used Maintenance Program funds for other eligible projects, the sponsor must reimburse the state for the Maintenance Program grants or allocations approved within that fiscal year.	Maintenance Program during the fiscal year in which the state entitlement funds are spent If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed.
5.2 Project Scoping Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to: • substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure • extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project The consultants and contractors participating in projects must be appropriately licensed and/or certified. DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives. A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above Eligible project costs related to planning and engineering efforts by professional services consultants may	5.3.3 Project Scoping Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to: • substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure • extent of state participation based on facility size, activity, and other considerations • participants needed to implement the project and their roles • coordination with federal, state, and local agencies for reviews and public meetings as needed • content and format of deliverables • schedule of tasks, reviews, submission of deliverables, and reimbursements • eligible costs, including sponsor administrative fees • type of contract • need for an independent fee review • inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project The consultants and contractors participating in projects must be appropriately licensed and/or certified. DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives. A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following: • a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks • a description of the deliverables that specifies the format, quantities, and recipients for each deliverable • a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates • a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative • a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees • a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above Eligible project costs related to planning and engineering efforts by professional services consultants may

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include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV. For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents. The timing for submitting a scope for approval and any additional scoping requirements will be described in the appropriate funding program chapter.	include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. DOAV will only fund A-E work authorizations prepared on a "cost plus fixed fee, not to exceed" basis unless not deemed appropriate to the project type. For state funded projects, costs associated with assumption of risk are not eligible. In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV. For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents. When a sponsor is utilizing consultant services for a project, the contract services for a project, the contract between the sponsor and consultant must be valid when the scopes, plans and specifications, and reimbursement requests are submitted for review.
9.3 Application Process Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding sources. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time for administrative activities is not an eligible sponsor administrative cost. The following supporting documentation must be submitted with the project request: • scope of work • quote or bid • project schedule • sketch • documentation of environmental coordination and finding as needed For project requests for eligible equipment, such as a dump truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved, sponsors can request an increase as described 9.6.1 Amendments and 9.6.2 Change Orders.	5.3.4 Application Process Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding sources. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time for administrative activities is not an eligible sponsor administrative cost. The following supporting documentation must be submitted with the project request: • scope of work • quote or bid • project schedule • sketch • documentation of environmental coordination and finding as needed For project requests for eligible equipment, such as a dump truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such. Actual proposals must be presented when the scopes are submitted to DOAV for review and approval, including costs and man-hours for subconsultants. Should the prime consultant or subconsultant costs and man-hours justifiably change after funding has been approved, sponsors can request an increase as described 5.3.7.2 Amendments and 5.3.7.3 Change Orders. For a privately owned, public-use airport, a sponsor must have a valid Credit Line Deed of Trust, as described in 3.3.1 Credit Line Deed of Trust, to be eligible to receive a grant agreement. The Credit Line Deed of Trust must be in place when a project request is submitted and must have a sufficient balance to cover all phases of the overall development objective.

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When submitting the request, sponsors should provide as much justification and supporting information about their project as possible. Failure to provide adequate information will result in disapproval of a project request. Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions. Sponsors are encouraged to call DOAV prior to submitting a request to discuss eligibility and ask questions on treatment methods, materials, procurement, and related concerns.	When submitting the request, sponsors should provide as much justification and supporting information about their project as possible. Failure to provide adequate information will result in disapproval of a project request. Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions. Sponsors are encouraged to call DOAV prior to submitting a request to discuss eligibility and ask questions on treatment methods, materials, procurement, and related concerns.
9.4 Evaluation and Selection Process Upon receipt of a project request either for facility maintenance or maintenance equipment, DOAV will confirm the availability of funds within the program and the sponsor's fiscal year balance to date. The project request will then be reviewed for completeness and conformity with project eligibility, and a determination will be made on the reasonableness of the cost. DOAV will approve a project request when it meets these criteria and funds are available. It must be noted that goods ordered and services contracted for facility maintenance projects and maintenance equipment purchased prior to DOAV approval will not be eligible for reimbursement.	5.3.5 Evaluation and Selection Process Upon receipt of a project request either for facility maintenance or maintenance equipment, DOAV will confirm the availability of funds within the program and the sponsor's fiscal year balance to date. The project request will then be reviewed for completeness and conformity with project eligibility, and a determination will be made on the reasonableness of the cost. DOAV will approve a project request when it meets these criteria and funds are available. Goods ordered and services contracted for facility and equipment maintenance projects and maintenance equipment purchased prior to DOAV approval will not be eligible for reimbursement.
9.5 Agreement Process The agreement process for the Maintenance Program depends on whether the project is for facility maintenance, the purchase of equipment, or the maintenance of equipment.	5.3.6 Agreement Process The agreement process for the Maintenance Program depends on whether the project is for facility maintenance, the purchase of equipment, or the maintenance of equipment.
9.5.1 Facility Maintenance Projects After a facility maintenance project is approved, DOAV will issue an allocation and send the sponsor a written notification as described in 3.4.4 Allocations. This notification will constitute a notice to proceed, and a sponsor may begin work upon receipt of the notification. Grant agreements are not utilized for facility maintenance projects. Please refer to 3.4.4 Allocations for details on allocations. 3.4.4 Allocation The purpose of an allocation is to award funding to a project request that by its nature does not need to follow the grant process. Such projects need to be implemented quickly or are smaller in nature, such as a project to repair NAVAID equipment or a project to purchase and install security signs. Upon approval of the project request in accordance with the requirements of the appropriate funding program and confirmation of funding availability, DOAV will issue a written notification to the sponsor. The notification confirms the scope of work for the project, project number, and the amount of state participation for the project. This notification also provides the effective and expiration dates for the allocation. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification.	5.3.6.1 Facility Maintenance Projects After a facility maintenance project is approved, DOAV will issue an allocation to the sponsor. The purpose of an allocation is to award funding to a project request that by its nature does not need to follow the grant process. Such projects need to be implemented quickly or are smaller in nature. After an allocation is offered for an equipment maintenance project, DOAV will issue a written notification to the sponsor. The notification confirms the scope of work for the project, project number, and the state funding amount. This notification also provides the effective and expiration dates for the allocation. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification. Grant agreements are not utilized for facility maintenance projects.
9.5.2 Purchase of Maintenance Equipment * After the procurement of maintenance equipment is approved, DOAV will prepare a grant offer for the project. The grant agreement must be effective before a sponsor may purchase equipment. Please refer to 3.4.2 Grant Agreements for details on grant agreements	5.3.6.2 Purchase of Maintenance Equipment After the procurement of maintenance equipment is approved, DOAV will prepare a grant offer for the project. The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is:

<table>
<tr><th>2016 Edition</th><th>2018 Update</th></tr>
<tr><td>

3.4.2 Grant Agreement

The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is:

- to meet the requirements of *Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds*
- to ensure that all parties are aware of their respective responsibilities
- to ensure that grant funds are properly controlled and returned if not required to complete a project

Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant payment term, and grant obligation term. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer.

When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement.

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- to meet the requirements of *Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds*
- to ensure that all parties are aware of their respective responsibilities
- to ensure that grant funds are properly controlled and returned if not required to complete a project

Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project name, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant term, and grant obligation term. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer.

When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer,
the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement.

The grant agreement must be effective before a sponsor may purchase equipment.

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9.5.2 Purchase of Maintenance Equipment *

The grant obligation term for projects under the Maintenance Program varies, based on the type of maintenance equipment purchased. Examples of grant obligation terms include:

<table>
<tr><th>Grant Obligation Term</th><th>Type of Maintenance Equipment</th></tr>
<tr><td>20 years</td><td>• tractors
• trucks</td></tr>
<tr><td>10 years</td><td>• mowers, large
• sweepers
• small utility vehicles
• herbicide sprayers</td></tr>
<tr><td>5 years</td><td>• self-propelled mowers
• snow blades</td></tr>
</table>

The grant agreement must be effective before a sponsor may purchase equipment. Please refer to 3.4.2 Grant Agreements for details on grant agreements

A sponsor is responsible for the upkeep of maintenance equipment funded through DOAV's Maintenance Program for the term specified in the grant agreement. If the equipment is sold or traded, the sponsor shall compensate DOAV in accordance with 3.7 Disposal of Property Acquired with State Resources.

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The grant obligation term for projects under the Maintenance Program varies, based on the type of maintenance equipment purchased. Examples of grant obligation terms include:

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• sweepers
• small utility vehicles
• herbicide sprayers</td></tr>
<tr><td>5 years</td><td>• self-propelled mowers
• snow blades</td></tr>
</table>

A sponsor is responsible for the upkeep of maintenance equipment funded through DOAV's Maintenance Program for the term specified in the grant agreement. If the equipment is sold or traded, the sponsor shall compensate DOAV in accordance with 5.3.10 Sale, Transfer, and Disposal of Property Acquired with State Resources.

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9.5.3 Maintenance of Equipment

After an equipment maintenance project is approved, DOAV will issue an allocation and send the sponsor a written notification as described in 3.4.4 Allocations. This notification will constitute a notice to proceed,

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5.3.6.3 Maintenance of Equipment

After an equipment maintenance project is approved, DOAV will issue an allocation to the sponsor. The purpose of an allocation is to award funding to a project request that by its nature does not need to follow

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and a sponsor may begin work upon receipt of the notification. Grant agreements are not utilized for facility maintenance projects. Please refer to 3.4.4 Allocations for details on allocations. 3.4.4 Allocation The purpose of an allocation is to award funding to a project request that by its nature does not need to follow the grant process. Such projects need to be implemented quickly or are smaller in nature, such as a project to repair NAVAID equipment or a project to purchase and install security signs. Upon approval of the project request in accordance with the requirements of the appropriate funding program and confirmation of funding availability, DOAV will issue a written notification to the sponsor. The notification confirms the scope of work for the project, project number, and the amount of state participation for the project. This notification also provides the effective and expiration dates for the allocation. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification.	the grant process. Such projects need to be implemented quickly or are smaller in nature. After an allocation is offered for an equipment maintenance project, DOAV will issue a written notification to the sponsor. The notification confirms the scope of work for the project, project number, and the state funding amount. This notification also provides the effective and expiration dates for the allocation. The *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* applies to allocations. The issuance of the written notification constitutes a notice to proceed, and a sponsor may begin work upon receipt of the notification. Grant agreements are not utilized for equipment maintenance projects.
9.6 Project Implementation Once a notification is received for a facility maintenance project or a grant agreement has become effective for a maintenance equipment project, work may begin. Based on the type of project, DOAV may inspect a facility maintenance project as it progresses or when it is complete.	5.3.7 Project Implementation Once a notification is received for a facility maintenance project or maintenance of equipment project or a grant agreement has become effective for a maintenance equipment purchase project, work may begin. Based on the type of project, DOAV may inspect a facility maintenance project as it progresses or when it is complete.
5.4 Design and Construction Standards DOAV intends that FAA standards and specifications be used in the design of air facility infrastructure, including facilities and equipment, where not specified in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*. Airports not included in the NPIAS should use design standards set in the *Virginia Aviation Regulations* and Virginia Department of Transportation (VDOT) construction standards. The department may allow or, for federally funded projects, seek FAA approval to use VDOT construction standards and specifications for general aviation airport infrastructure development on a case-by-case basis. The state's minimum airport licensing standards for airports are provided in Appendix E Minimum Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org.	5.3.7.1 Design and Construction Standards DOAV intends that FAA standards and specifications be used in the design of air facility infrastructure, including facilities and equipment, where not specified in *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*. Airports not included in the NPIAS should use design standards set in the *Virginia Aviation Regulations* and Virginia Department of Transportation (VDOT) construction standards. The department may allow or, for federally funded projects, seek FAA approval to use VDOT construction standards and specifications for general aviation airport infrastructure development on a case-by-case basis. The state's minimum airport licensing standards for airports are provided in Appendix E Minimum Standards for Licensing, and the VDOT construction standards can be found online at www.virginiadot.org
9.6.1 Amendments * A sponsor should submit to DOAV a written request as soon as the need for an amendment to a grant or allocation has been identified, following the submission process described in 3.4.3 Grant Amendment.	5.3.7.2 Amendments A sponsor should submit to DOAV a request as described below when the need for an amendment to an allocation or grant agreement has been identified. Amendments to allocations and grant agreements are not guaranteed.
9.6.1 Amendments * For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. If the increase to an allocation brings the total state participation to $10,000 or more and DOAV approves the increase, DOAV will issue a grant offer for the project. The grant offer will include language regarding the existing allocation and the eligibility for reimbursement of work done since the allocation was approved.	5.3.7.2.1 Projects Under Allocations For a project for which an allocation was awarded, DOAV will issue a written notification of change when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. If the increase to an allocation brings the total state participation to $10,000 or more and DOAV approves the increase, DOAV will issue a grant offer for the project. The grant offer will include language regarding the existing allocation and the eligibility for reimbursement of work done since the allocation was approved.

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9.6.1 Amendments * An allocation will not be increased in excess of 10 percent of the original allocations without prior approval by DOAV.	An allocation will not be increased in excess of 10 percent of the original allocations without prior approval by DOAV.
9.6.1 Amendments * **All grant and allocation amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds	**All allocation amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds.
9.6.1 Amendments * For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment.	5.3.7.2.2 Projects Under Grant Agreement For a project for which a grant was issued, DOAV will prepare a grant amendment offer when the request for the amendment is approved and funds are available for any requested change to the amount of state participation.
9.6.1 Amendments * **All grant and allocation amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds	**All grant agreement amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds.
3.4.3 Grant Amendment The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for an identified project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia.	The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for a project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment.
Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project, project number, and modifications to the grant agreement.	Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project, project number, and modifications to the grant agreement.
When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV a written request for a grant amendment. The written request must include the following information: • project number and project name • current expiration date if time extension is part of the request • reason for the request including an explanation of why the project will not be finished by the expiration date for the grant payment term or with the allocated funds • plan of action and revised project schedule for completion of the project	When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV a grant amendment application form. The sponsor shall provide the following information on the form: • project number and project name • current expiration date if time extension is part of the request • reason for the request • plan of action and revised project schedule for completion of the project
DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer.	DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.

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9.6.2 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV. Examples of these issues include the discovery of underground tanks, storage barrels, or utility lines not marked on airport layout plans or other relevant documents; discovery of unsuitable material beneath the surface; or drainage problems. Once DOAV approves a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided. Increases or decreases to an allocation due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.	5.3.7.3 Change Orders As soon as the need for a change order is identified, the sponsor should coordinate the activities needed in order to address the issues with DOAV. Examples of these issues include drainage problems and the discovery of underground tanks, unmarked graves, unsuitable materials, and utility lines. Once DOAV approves a change order, work related to the change order may begin. The sponsor needs to make sure the proper supporting documents are prepared and submitted to DOAV. Eligible costs related to the change order cannot be reimbursed unless this paperwork is provided. Increases or decreases to an allocation due to change orders will not be addressed until project completion, and increases are subject to the availability of funds.
9.6.3 Reimbursement Requests for reimbursement can be made for partial amounts or the full amount. The department requires that reimbursements for less than $1,000 be made for the full amount at the completion of the project. The requests must be made using DOAV's Request for State Fund Reimbursement Form. The form must bear the sponsor's original signature and date to certify acceptance of the costs from contractors and others. The form must be submitted with the required supporting documentation. For the three approaches for funding eligible maintenance projects described in 9.2.1 Facility Maintenance Projects, the following supporting documentation is needed: • When a private contractor is used, the sponsor shall provide DOAV with copies of paid invoices from the contractor in order to be reimbursed. • When a sponsor uses its own employees, the sponsor must keep all statements and invoices for materials, equipment, and labor to forward to DOAV for reimbursement. Labor and equipment are to be charged to the project at a predetermined rate approved by DOAV. • When a sponsor will seek reimbursed for materials only, copies of paid invoices for materials shall be sent to DOAV for reimbursement. The sponsor will not be required to keep and submit records for labor and equipment for project reimbursement. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents If the submittal is not acceptable or complete and DOAV is not able to contact the sponsor within five	5.3.7.4 Reimbursement **For projects where an allocation was issued, services completed or goods ordered prior to the written notification of allocation approval will not be eligible for reimbursement. For projects where a grant agreement was issues, services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement.** Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. The department requires that reimbursements for less than $1,000 be made for the full amount at the completion of the project. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice. For the three approaches for funding eligible maintenance projects described in 5.3.1.1 Facility Maintenance Projects, the following supporting documentation is needed: • When a private contractor is used, the sponsor shall provide DOAV with copies of paid invoices from the contractor in order to be reimbursed. • When a sponsor uses its own employees, the sponsor must keep all statements and invoices for materials, equipment, and labor to forward to DOAV for reimbursement. Labor and equipment are to be charged to the project at a predetermined rate approved by DOAV. • When a sponsor will seek reimbursed for materials only, copies of paid invoices for materials shall be sent to DOAV for reimbursement. The sponsor will not be required to keep and submit records for labor and equipment for project reimbursement. DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. It should be noted that reimbursement for Virginia sales tax is not eligible for any sponsor that is considered a political subdivision of the Commonwealth of Virginia. DOAV reserves the right to require copies of invoices and expense details of any or all costs prior to approving reimbursement. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If DOAV is not able to contact the sponsor within five business days, DOAV will return the reimbursement request. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending

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business days, DOAV will consider the reimbursement request as pending and send the sponsor a written notice that explains the outstanding issues. It must be noted that goods ordered and services contracted prior to DOAV approval will not be eligible for reimbursement. DOAV will not reimburse a sponsor for more than 90 percent of a grant or allocation amount until it notifies the sponsor of receipt of acceptable deliverables or final acceptance of construction. Requests for reimbursements exceeding 90 percent of the grant or allocation amount should not be submitted to DOAV if the approval on project completion has not been given by DOAV. Such requests will be returned to the sponsor for correction and resubmission, thereby delaying the sponsor's receipt of the funds. After the receipt of acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.	• send the sponsor written notification of such • take no action until in receipt of outstanding information or documents For state funded capital projects, DOAV will reimburse a sponsor up to 95 percent of a grant amount for projects deemed substantially complete. After the receipt of acceptable deliverables or final acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost.
9.6.4 Project Close-out A grant will be closed thirty days after the final reimbursement request has been processed. If a grant or allocation has an outstanding balance, the balance will be returned to the program for redistribution by DOAV. Underruns in one state funded project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General. After an audit, a closeout letter will be sent to the sponsor.	5.3.7.5 Project Close-out A grant will be closed 30 days after the final reimbursement request has been processed. If a grant or allocation has an outstanding balance, the balance will be returned to the Maintenance Program for redistribution by DOAV. Underruns in one state funded project may not be administratively applied to another project. A written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. Final inspections will be required prior to project close-out. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. For federally funded projects, DOAV accepts the audit conducted by the federal Office of the Inspector General. After an audit, a closeout letter will be sent to the sponsor.
9.7 Emergency Maintenance Request If circumstances occur on a weekend or holiday where a delay in repairs will create an unsafe condition, result in an airport closure, or cause a significant loss of revenue, a sponsor may follow this procedure to qualify for DOAV reimbursement: • determine if the repair is eligible, to the best of the sponsor's knowledge • follow the normal procurement procedure established by the local governing body • contact DOAV on the next business day to seek confirmation of eligibility and begin the approval process • submit a project request through Airport IQ DOAV does not guarantee it will approve reimbursement for these special circumstances. Approval is more likely if a sponsor follows the proper procedure. DOAV encourages airport sponsors to keep a minimal stock of parts that have to be replaced regularly to avoid having to make purchases during such a circumstance. DOAV will participate in the purchase of a reasonable quantity of these items.	5.3.8 Emergency Maintenance Request If circumstances occur on a weekend or holiday where a delay in repairs will create an unsafe condition, result in an airport closure, or cause a significant loss of revenue, a sponsor may follow this procedure to qualify for DOAV reimbursement: • determine if the repair is eligible, to the best of the sponsor's knowledge • follow the normal procurement procedure established by the local governing body • contact DOAV on the next business day to seek confirmation of eligibility and begin the approval process • submit a project request through Airport IQ DOAV does not guarantee it will approve reimbursement for these special circumstances. Approval is more likely if a sponsor follows the proper procedure. DOAV encourages airport sponsors to keep a minimal stock of parts that have to be replaced regularly to avoid having to make purchases during such a circumstance. DOAV will participate in the purchase of a reasonable quantity of these items.
3.6 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding	5.3.9 Utilization of Insurance Resources Sponsors must carry insurance on all airport facilities and equipment for which the state provided funding

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assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written response from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.	assistance. The insurance coverage should provide for replacement value where available. If a sponsor is applying for funding to rebuild or repair airport facilities or equipment covered by insurance, insurance proceeds should be used against the costs first, and the state's participation would be 80 percent of the remaining eligible project costs. For items not eligible for insurance, the state's participation is 80 percent. For terminal buildings, the state's participation is based on the public-use space ratio. If only a portion of the terminal building is involved, the state's participation is based on the percentage of public-use space in that area. For whole building systems for terminal buildings, the state's participation is based on the public-use space ratio. When requesting funding relating to an insured facility or piece of equipment, sponsors must provide DOAV with supporting documentation that must include a written notification from the insurer detailing what work and equipment are covered, or, if the insurer declines a sponsor's request, why the insurance is not covering the needed work or equipment.
3.7 Disposal of Property Acquired with State Resources Sponsors may no longer need property originally acquired with state funds to meet their aeronautical and operating needs. Examples of this property are land, maintenance equipment, and loading bridges. If a sponsor disposes of such property, except land, before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. For the disposal of land at NPIAS airports, the sponsor must follow FAA policy on land release and revenue use. For the disposal of land at airports not in the NPIAS, the sponsor must request the release of property from DOAV and use proceeds on the airport. Any time a sponsor alters an Airport Layout Plan or property map, the sponsor must obtain approval from DOAV and FAA, if appropriate. When a sponsor transfers property that was acquired with state funds to another Virginia airport that has a need and the sponsor receives compensation, the sponsor must provide DOAV with 50 percent of the value of the compensation within 30 calendar days of its receipt. When a sponsor uses a piece of equipment as a trade-in towards the purchase of new equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.	5.3.10 Sale, Transfer, and Disposal of Property Acquired with State Resources Sponsors may no longer need property such as maintenance equipment originally acquired with state funds to meet their aeronautical and operating needs. If a sponsor disposes of such property before the grant obligation term expires and receives a payment from the sale of the property, the sponsor must reimburse the state with a portion of the selling price within 90 calendar days after closing. That portion will be prorated based on the number of months remaining in the grant obligation term and based on the state's participation rate in the grant agreement for the property. When a sponsor uses a piece of equipment as a trade-in towards the purchase of equipment, the credit given by the vendor must be applied to the state's share of the purchase. The percentage applied to the state's share must match the state's participation rate in the purchase of the original equipment.
10.0 Aviation Promotion Program The Aviation Promotion Program helps stimulate aeronautical activity and promote aviation across the state by raising awareness in the business and public sectors about the programs and services provided and the economic benefits generated by Virginia airports. The program provides funding to airport sponsors for the promotion of commercial aviation services and general aviation activities. The program is available to all airport sponsors meeting the eligibility criteria described in Chapter 4 Sponsor Eligibility and 4.1 Obstructions. The Virginia Aviation Board has delegated the authority to review and approve funding requests for the Aviation Promotion Program to the Virginia Department of Aviation.	5.4 Aviation Promotion Program The Aviation Promotion Program helps stimulate aeronautical activity and promote aviation across the state by raising awareness in the business and public sectors about the programs and services provided and the economic benefits generated by Virginia airports. The program provides funding to airport sponsors for the promotion of commercial aviation services and general aviation activities. The program is available to all airport sponsors meeting the eligibility criteria described in 3.0. Sponsor Eligibility and 3.11 Obstructions.
10.1 Project Eligibility Promotion programs should feature public relations activities, advertising, educational activities, publications, and the development of business and financial plans. Programs for general aviation airports can cover a wide spectrum of projects based on the diverse needs of each community and an airport's	5.4.1 Project Eligibility Promotion programs should feature public relations activities, advertising, educational activities, publications, and the development of business, strategic, marketing, and financial plans. Programs for general aviation airports can cover a wide spectrum of projects based on the diverse needs of each

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target audience. Funding for a new project can only be requested after the final reimbursement request has been received by DOAV.
 	
Eligible projects and items for the Aviation Promotion Program include, but are not limited to:
 	
• air time on radio and television
• airport and aviation displays
• airport flight guides
• annual reports
• aviation educational activities
• billboards, banners, print media, and promotional signs for airport buildings and airport events
• brochures and fliers
• business and financial plans that must include a description of the business, financial data, and supporting documents that verify up-to-date master and airport layout plans
• educational supply acquisition
• meetings specifically held for promotional activities, including administrative, legal, and incidental costs incurred
• newsletters
• on-line services
• promotional videos
• services or items that are contracted for the public's use and benefit at special events such as airport appreciation days, fly-ins, and air shows, including, but not limited to
  • performers fees and expenses
  • event insurance
  • temporary security enhancements and personnel such as snow fencing and security personnel
  • temporary infrastructure improvements such as rental tents, tables, and audiovisual equipment
  • temporary health and safety items such as portable toilets and water stations
  • volunteer needs such as t-shirts or hats used for identification purposes
• sponsorships of community events that provide promotional benefits to the airport, with the provision that for benefit events which require a purchased ticket, like charity dinners, all profits must go to a 501(c)3 charity
	community and an airport's target audience. Funding for a new project can only be requested after the final reimbursement request has been received by DOAV.
	
	Eligible projects and items for the Aviation Promotion Program include, but are not limited to:
	
	Studies
	• strategic business and financial plans that must include a description of the business, financial data, and supporting documents that verify up-to-date master and airport layout plans
	• marketing plans
	
	Aviation educations
	• aviation educational activities
	• educational supply acquisition
	
	Services or goods that are contracted for the public's use and benefit at special events such as airport appreciation days, fly-ins, and air shows, including, but not limited to:
	• promotional items
	• recognition certificates and awards for competitions, such as best antique aircraft, held to encourage static exhibitors and public attendance at airport events to be given in lieu of compensation for participation
	• performer fees and expenses
	• event insurance
	• temporary security measures, such as snow fencing and security personnel
	• temporary infrastructure improvements such as rental tents, tables, and audiovisual equipment
	• temporary parking areas and transport to and from temporary parking area, such as buses or shuttles
	• temporary health and safety items such as portable toilets and water stations
	• volunteer needs such as t-shirts or hats used for identification purposes
	• attendance at ICAS training in support of an airshow
	• meetings specifically held for promotional activities, including administrative, legal, and incidental costs incurred
	
	Airport promotion at conventions
	• attendance at conventions and trade shows, such as the NBAA Schedulers and Dispatch Conference, as an exhibitor to promote an airport
	• a door prize for a convention or similar event where an airport is exhibiting, limited to one item with a purchase price up to a maximum of $200.00
	
	Advertising and Promotion
	• air time on radio, television, and digital services
	• airport and aviation displays used for promotion
	• airport flight guides
	• annual reports
	• billboards, banners, print and digital media, and promotional signs for airport buildings and airport events
	• brochures, fliers, and other airport promotional items
	• meetings specifically held for promotional activities, including administrative, legal, and incidental costs incurred
	• newsletters, both in print and digital format
	• on-line services including website design, hosting, and maintenance

<table>
<tr><th>2016 Edition</th><th>2018 Update</th></tr>
<tr><td>Please contact DOAV's Communications and Education Division for a determination of the eligibility of other proposed projects.</td><td>• promotional videos

Sponsorships
• sponsorships of community events that provide promotional benefits to the airport, with the provision that for benefit events which require a purchased ticket, like charity dinners, all profits must go to a 501(c)3 charity

Please contact DOAV's Communications and Education Division for a determination of the eligibility of other proposed projects.</td></tr>
<tr><td>Ineligible projects and items include, but are not limited to:

• a promotional item or activity that has the specific purpose of attracting business or passengers from another Virginia airport, including advertising or activities referencing the name, services, or economic advantages of one airport over a neighboring Virginia airport
• the purchase, lease purchase, or long-term lease of office equipment, presentation equipment, audio-visual equipment, vehicles, uniforms, or similar items
• the physical enhancement, beautification, decoration, or improvement of airport facilities
• a promotional item, service, or event that is not available to the public
•
• the promotion of privately owned businesses as sole beneficiary of a promotional effort
• a directional sign to an airport or on airport property that is eligible under another funding program
• an expense related to the reimbursement of salaries paid to airport staff or the hiring of additional paid airport staff or FBO staff for an event
• purchase of promotional items for resale, such as t-shirts</td><td>Ineligible projects and items include, but are not limited to:

• a promotional item or activity that has the specific purpose of attracting business or passengers from another Virginia airport, including advertising or activities referencing the name, services, or economic advantages of one airport over a neighboring Virginia airport
• the purchase, lease purchase, or long-term lease of office equipment, presentation equipment, audio-visual equipment, vehicles, uniforms, or similar items
• the physical enhancement, beautification, decoration, or improvement of airport facilities
• a promotional item, service, or event that is not available to the public, such as a volunteer appreciation dinner held during a fly-in event
• gifts, plaques, or similar recognition items for event volunteers, sponsors, or other specially recog
• the promotion of privately owned businesses as sole beneficiary of a promotional effort
• a directional sign to an airport or on airport property that is eligible under another funding program
• an expense related to the reimbursement of salaries paid to airport staff or the hiring of additional paid airport staff or FBO staff for an event
• purchase of promotional items for resale, such as t-shirts
• operational costs</td></tr>
<tr><td>10.2 State Participation
For the Aviation Promotion Program, the VAB established a $25,000 annual ceiling per airport on state financial participation for air carrier airports and a $10,000 annual ceiling per airport for general aviation airports. The state's maximum participation rate for air carrier airports is based on annual enplanements for the most recent calendar year, as shown in Table 4 Promotional Funding Levels for Air Carrier Airports. The state's maximum participation rate for a general aviation airport is determined by the number of based aircraft reported on the airport's annual based aircraft survey, as shown in Table 5 Promotional Funding Levels for Reliever and General Aviation Airports. After January 1, funding ceilings are removed for the remainder of the fiscal year.

Table 4
Promotional Funding Levels for Air Carrier Airports

<table><tr><th>Annual Enplanements</th><th>State Participation</th></tr><tr><td>≤ 25,000</td><td>2/3 project cost up to $25,000</td></tr><tr><td>> 25,001</td><td>1/2 project cost up to $25,000</td></tr></table>
Table 5
Promotional Funding Levels for Reliever and General Aviation Airports</td><td>5.4.2 State Participation
For the Aviation Promotion Program, the VAB established a $25,000 annual ceiling per airport on state financial participation for air carrier airports and a $10,000 annual ceiling per airport for general aviation airports. The state's maximum participation rate for air carrier airports is based on annual enplanements for the most recent calendar year, as shown in Table 4 Promotional Funding Levels for Air Carrier Airports. The state's maximum participation rate for a general aviation airport is determined by the number of based aircraft reported on the airport's annual based aircraft survey, as shown in Table 5 Promotional Funding Levels for Reliever and General Aviation Airports. After January 1, funding ceilings are removed for the remainder of the fiscal year.

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DOAV provides technical assistance to airport sponsors in the design of promotion program planning and submission of project requests.
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DOAV provides technical assistance to airport sponsors in the design of promotion program planning and submission of project requests.
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5.2 Project Scoping
Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to:

• substance of a project, such as the number of parcels for land acquisition, amount of square yardage for an apron, or audience for the distribution of a promotion brochure
• extent of state participation based on facility size, activity, and other considerations
• participants needed to implement the project and their roles
• coordination with federal, state, and local agencies for reviews and public meetings as needed
• content and format of deliverables
• schedule of tasks, reviews, submission of deliverables, and reimbursements
• eligible costs, including sponsor administrative fees
• type of contract
• need for an independent fee review
• inclusion of a Disadvantaged Business Enterprise plan as part of a federally funded project

The consultants and contractors participating in projects must be appropriately licensed and/or certified.

DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.

A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following:

• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks
• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable
• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates
• a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative
• a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees
• a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above

Eligible project costs related to planning and engineering efforts by professional services consultants may
</td><td>
5.4.3 Project Scoping
Every project needs some level of scoping in order for all parties involved in the project to have a clear understanding of what is to be accomplished by the project and how the project is to be undertaken. During the scoping process, many issues should be considered, including, but not limited to:

• description of a project, audience for the distribution of a promotion brochure or the date of an event
• extent of state participation based on facility size, activity, and other considerations
• participants needed to implement the project and their roles
• coordination with federal, state, and local agencies for reviews and meetings as needed
• content and format of deliverables
• schedule of tasks, reviews, submission of deliverables, and reimbursements
• eligible costs, including sponsor administrative fees
• type of contract

The consultants and contractors participating in projects must be appropriately licensed and/or certified.

DOAV encourages sponsors to hold scoping meetings for all projects to identify precise work tasks and estimated costs. Participants in the scoping meetings can include representatives from FAA, DOAV, the sponsor, a consultant team, and local government representatives.

A project scope package should be prepared for approval by DOAV and include the following as appropriate for the project type:

• a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks
• a description of the deliverables that specifies the format, quantities, and recipients for each deliverable
• a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates
• a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative
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• a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above

Eligible project costs related to planning and engineering efforts by professional services consultants may
</td></tr>
</table>

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include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV. For federally funded projects with a total estimated cost of at least $100,000, the independent fee estimate and record of negotiation will become part of the scope package when they have been completed. FAA Advisory Circular 150/5100-14D provides information on the independent fee estimate process and examples of man hour estimate and negotiation record documents. The timing for submitting a scope for approval and any additional scoping requirements will be described in the appropriate funding program chapter.	include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates. DOAV will only fund A-E work authorizations prepared on a "cost plus fixed fee, not to exceed" basis unless not deemed appropriate to the project type. For state funded projects, costs associated with assumption of risk are not eligible. When a sponsor is utilizing consultant services for a project, the contract between the sponsor and consultant must be valid when the scopes, plans and specifications, and reimbursement requests are submitted for review.
10.3 Application Process Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include: • project description, including the date of an event if the project involves an event • estimated cost, entered by state and local funding sources along with the sponsor's administrative costs The following supporting documentation must be submitted with the project request: • scope of work • estimated budget, using the Aviation Promotion Program Project Estimate Budget form Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions.	5.4.4 Application Process Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include: • project description, including the date of an event if the project involves an event • estimated cost, entered by state and local funding sources along with the sponsor's administrative costs The following supporting documentation must be submitted with the project request: • approved scope of work • estimated budget, using the Aviation Promotion Program Project Estimate Budget form For a privately owned, public-use airport, a sponsor must have a valid Credit Line Deed of Trust, as described in 3.3.1 Credit Line Deed of Trust, to be eligible to receive a grant agreement. The Credit Line Deed of Trust must be in place when a project request is submitted and must have a sufficient balance to cover all phases of a project. Project requests may be submitted at any time during the fiscal year, except for the 72-hour period after the due dates for Airport Capital Program submissions.
10.4 Evaluation and Selection Process When a project request is received, DOAV will review it for completeness and compliance with eligibility criteria and the purpose of the program. If the criteria are met and funds are available within the program, the project request will be approved.	5.4.5 Evaluation and Selection Process When a project request is received, DOAV will review it for completeness and compliance with eligibility criteria and the purpose of the program. If the criteria are met and funds are available within the program, the project request will be approved. DOAV will notify sponsors of its decision. The notification will specify the amount of funding allocated to the project and identify the scope of work in which DOAV will participate.
10.5 Agreement Process *	5.4.6 Agreement Process

<table>
<tr><th>2016 Edition</th><th>2018 Update</th></tr>
<tr><td>DOAV will prepare a grant offer for a promotion project after the request has been approved. The grant agreement becomes effective upon completion of the acceptance portion of the grant agreement. Eligible items procured from that date forward may be reimbursed.</td><td>DOAV will prepare a grant offer for a promotion project after the request has been approved</td></tr>
<tr><td>3.4.2 Grant Agreement
The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is:

• to meet the requirements of Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds
• to ensure that all parties are aware of their respective responsibilities
• to ensure that grant funds are properly controlled and returned if not required to complete a project</td><td>The purpose of a grant agreement, that when made effective becomes a contract between the sponsor and the Commonwealth of Virginia, is:

• to meet the requirements of Virginia Aviation Regulations 24VAC5-20-330 Aviation facilities constructed in whole or in part with state funds
• to ensure that all parties are aware of their respective responsibilities
• to ensure that grant funds are properly controlled and returned if not required to complete a project</td></tr>
<tr><td>Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, the amount of federal participation if applicable, grant payment term, and grant obligation term. The Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer.</td><td>Each grant agreement contains an offer and acceptance. The offer identifies the sponsor, airport, project, and project number. It also states the specific terms and conditions for a project grant, including the amount of state participation, grant term, and grant obligation term. The Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources is incorporated by reference in each grant offer. Grant offers are valid for 60 calendar days; the expiration date is stated in the offer.</td></tr>
<tr><td>Requirements for the issuance of a grant offer will be described in the appropriate funding program chapter.</td><td></td></tr>
<tr><td>When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement.</td><td>When a sponsor accepts the grant offer and agrees to the terms and conditions contained in the grant offer, the sponsor must sign and date the acceptance portion of the grant agreement. The sponsor's attorney must sign the certification within the acceptance. A grant agreement becomes effective upon the completion of the acceptance portion of the grant agreement. Eligible services and items procured from that date forward may be reimbursed.</td></tr>
<tr><td>10.5 Agreement Process *
DOAV will prepare a grant offer for a promotion project after the request has been approved. The grant agreement becomes effective upon completion of the acceptance portion of the grant agreement. Eligible items procured from that date forward may be reimbursed.</td><td></td></tr>
<tr><td>10.5 Agreement Process *
The grant obligation term for projects under the Aviation Promotion Program varies, based on the grant amount:

<table><tr><th>Grant Obligation Term</th><th>Grant Amount</th></tr><tr><td>10 years</td><td>$10,001 - $25,000</td></tr><tr><td>5 years</td><td>$5,000 - $10,000</td></tr><tr><td>2 years</td><td>less than $5,000</td></tr></table>
Please refer to 3.4.2 Grant Agreement for details on grant agreements.</td><td>The grant obligation term for projects under the Aviation Promotion Program varies, based on the grant amount:

<table><tr><th>Grant Obligation Term</th><th>Grant Amount</th></tr><tr><td>10 years</td><td>$10,001 - $25,000</td></tr><tr><td>5 years</td><td>$5,000 - $10,000</td></tr><tr><td>2 years</td><td>less than $5,000</td></tr></table></td></tr>
<tr><td>10.6 Project Implementation
DOAV will provide technical assistance for promotion projects. The department will also review and provide comments on project deliverables such as brochures, videos, and web sites.</td><td>5.4.7 Project Implementation
DOAV will provide technical assistance for promotion projects. The department will also review and provide comments on project deliverables such as brochures, videos, and web sites, and event plans.</td></tr>
<tr><td>10.6.1 Grant Amendments</td><td>5.4.7.1 Grant Amendments</td></tr>
</table>

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A sponsor should submit to DOAV a written request as soon as the need for a grant amendment has been identified. DOAV will prepare a grant amendment offer if the request for the amendment is approved and funds are available for any requested change to the amount of state participation. A grant amendment becomes effective upon completion of the acceptance portion of the grant amendment. Please refer to 3.4.3 Grant Amendment for details on grant agreements. **All grant amendments must be coordinated with DOAV prior to the subject work being initiated.** 3.4.3 Grant Amendment * The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for an identified project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia. Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project, project number, and modifications to the grant agreement. When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV a written request for a grant amendment. The written request must include the following information: • project number and project name • current expiration date if time extension is part of the request • reason for the request including an explanation of why the project will not be finished by the expiration date for the grant payment term or with the allocated funds • plan of action and revised project schedule for completion of the project DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.	A sponsor should submit to DOAV a request as described below when the need for an amendment to a grant agreement has been identified. Amendments to grant agreements are not guaranteed. **All grant agreement amendments must be coordinated with DOAV prior to the subject work being initiated.** All increases are contingent on the availability of funds. The purpose of the grant amendment is to modify the terms and conditions of a grant agreement for a project. At any time during the course of a project, the grant agreement between the sponsor and the Commonwealth of Virginia may be amended for justifiable cause, such as a change in the grant amount, a change in the scope of work, or an extension of the expiration date. The grant amendment becomes part of the contract between the sponsor and the Commonwealth of Virginia. A grant amendment becomes effective upon full execution of the acceptance portion of the grant amendment. Each grant amendment contains an offer and acceptance. The offer identifies the sponsor, airport, project name, project number, and modifications to the grant agreement. When a sponsor becomes aware of conditions that will necessitate a change to a grant agreement, the sponsor should immediately submit to DOAV grant amendment application form. The sponsor shall provide the following information on the form: • project number and project name • current expiration date if time extension is part of the request • reason for the request • plan of action and revised project schedule for completion of the project For the Aviation Promotion Program, if part of the project was not originally included in the project request and resulting grant agreement, a sponsor must submit a grant amendment application form to add change the scope of the project. If an event is involved in a change of scope, the dates of the event must be provided. DOAV will review the amendment request. After acceptance of the request and confirmation of funding availability, DOAV will prepare a grant amendment offer. Grant amendment offers are valid for 60 calendar days; the expiration date is stated in the offer. When a sponsor accepts the grant amendment offer, the sponsor must sign and date the acceptance portion of the grant amendment. A grant amendment becomes effective upon the completion of the acceptance portion of the grant amendment.
10.6.2 Reimbursement Requests for reimbursement can be made for partial amounts or the full amount. The requests must be made using DOAV's Request for State Fund Reimbursement Form. The form must bear the sponsor's original signature and date to certify acceptance of the costs from contractors and others.	5.1.7.2 Reimbursement **For projects where the state's participation is less than $10,000, services completed or goods ordered prior to the written notification of allocation approval will not be eligible for reimbursement. For projects where the state's participation is equal to or greater than $10,000, services completed or goods ordered prior to the execution of the grant agreement will not be eligible for reimbursement.** Requests for reimbursements shall be made in a timely manner. A sponsor may request reimbursement for partial payments based on the percentage of work completed or actual costs incurred. The department requires that reimbursements for less than $1,000 be made for the full amount at the completion of the

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The form must be submitted with the required supporting documentation, such as a dated vendor, consultant or contractor invoice that clearly describes the specific item purchased or service provided and is marked paid or shows a zero balance. If an item was printed in bulk, the sponsor should submit one copy of the item. If a poster or sign was printed or an advertisement placed, the sponsor should submit a copy of the design. DOAV suggests highlighting the amount of payment on each invoice and/or including a summary of invoices submitted to help expedite the review process. Supporting documents may be subject to the Virginia Freedom of Information Act.	project. Final or one time reimbursement requests do not have a minimum dollar amount limit. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from consultants and contractors. The form must be submitted with the required supporting documentation, such as a consultant or contractor invoice.
DOAV will review the reimbursement form and supporting documentation. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable, DOAV will contact the sponsor by telephone or email to discuss errors or omissions. DOAV will withhold or reduce any reimbursement payment until discrepancies are resolved. It must be noted that goods ordered and services contracted prior to the effective date of the grant agreement will not be eligible for reimbursement.	DOAV will review the reimbursement form and supporting documentation for cost eligibility and completeness. It should be noted that reimbursement for Virginia sales tax is not eligible for any sponsor that is considered a political subdivision of the Commonwealth of Virginia. DOAV reserves the right to require copies of invoices and expense details of any or all costs prior to approving reimbursement. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable or complete, DOAV will contact the sponsor to discuss errors or omissions. If DOAV is not able to contact the sponsor within five business days, DOAV will return the reimbursement request. If the sponsor does not respond within ten business days to requests for information or supporting documents, DOAV will: • consider the reimbursement request status as pending • send the sponsor written notification of such • take no action until in receipt of outstanding information or documents For state funded capital projects, DOAV will reimburse a sponsor up to 95 percent of a grant amount for projects deemed substantially complete. After the receipt of acceptable deliverables or final acceptable deliverables or final acceptance of construction, DOAV will accept a reimbursement request for the remainder of a project's cost. Additional guidance on supporting documents for reimbursement payments includes: • DOAV suggests highlighting the amount of payment on each invoice and/or including a summary of invoices submitted to help expedite the review process. • For services and goods provided by a third party, the dated vendor, consultant or contractor invoices must clearly and specifically describe the specific service or purchased item provided. The invoice should be marked paid, show a zero balance or have a cancelled check copy attached. • If an item was printed in bulk, the sponsor should submit one copy of the printed item. • If a poster or sign was printed, the sponsor should submit a copy of the design or a photograph of the item. • If an advertisement was placed, the sponsor should submit a copy of the design or the medium in which it was printed. • If a business, strategic, or finance plan or a marketing study was created, the sponsor should submit one copy of the printed item or digital copy of the study. • If an advertisement or promotional item was created for digital use, a link to or a copy of the item in PDF format must be submitted. Supporting documents may be subject to the Virginia Freedom of Information Act (FOIA). If supporting documents or the descriptions you submit to explain them contain information that a locality would not have to release under FOIA, the sponsor must provide written notification to DOAV advising it of this situation and asking that the information not be released.

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10.6.3 Project Close-out Thirty days after the final reimbursement request for a grant has been processed, a written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. After an audit, a closeout letter will be sent to the sponsor.	5.4.7.3 Project Close-out Thirty days after the final reimbursement request for a grant has been processed, a written notification will be sent to the sponsor confirming that the project is complete and all payments have been made, unless an audit will be performed as described below. An audit may be conducted on a project. If an audit is conducted, the sponsor will receive written notification of the outcome and any adjustments that need to be made. After an audit, a closeout letter will be sent to the sponsor.
10.7 Applications by Airport Support Organizations Airport support organizations, groups encouraging the development of activities at air carrier airports, may receive state funding under certain criteria that are in accordance with VAB policy defining the Aviation Promotion Program. The state participation rate is 50 percent for projects in which an airport support organization is the applicant. To be eligible for this financial assistance, an airport support organization shall be designated by written endorsement of the airport's sponsor. Only one airport support organization is eligible per airport sponsor. The organization shall be incorporated by the State Corporation Commission and have adopted articles of incorporation and by-laws. In order for an airport support organization to be eligible as an applicant, the airport sponsor must meet the eligibility requirement discussed in Chapter 4 Sponsor Eligibility. Promotional activities conducted by an airport sponsor organization, such as advertising and business development planning, shall not directly compete or infringe on promotional activities of another Virginia airport. These activities shall not conflict with the overall programs and promotional activities which might be initiated by the Governor, the Virginia General Assembly, the VAB, or DOAV. Project requests with supporting documentation may be submitted either by the airport sponsor through Airport IQ or by the organization through mail services. Copies of an airport support organization's incorporation documents and a current written endorsement from the airport sponsor must be included with the funding requests.	5.4.8 Applications by Airport Support Organizations Airport support organizations, groups encouraging the development of activities at air carrier airports, may receive state funding under certain criteria that are in accordance with VAB policy defining the Aviation Promotion Program. The state participation rate is 50 percent for projects in which an airport support organization is the applicant. To be eligible for this financial assistance, an airport support organization shall be designated by written endorsement of the airport's sponsor. Only one airport support organization is eligible per airport sponsor. The organization shall be incorporated by the State Corporation Commission and have adopted articles of incorporation and by-laws. In order for an airport support organization to be eligible as an applicant, the airport sponsor must meet the eligibility requirement discussed in 3.0 Sponsor Eligibility. Promotional activities conducted by an airport sponsor organization, such as advertising and business development planning, shall not directly compete or infringe on promotional activities of another Virginia airport. These activities shall not conflict with the overall programs and promotional activities which might be initiated by the Governor, the Virginia General Assembly, the VAB, or DOAV. Project requests with supporting documentation may be submitted either by the airport sponsor through Airport IQ or by the organization through mail services. Copies of an airport support organization's incorporation documents and a current written endorsement from the airport sponsor must be included with the funding requests.
Appendix A: Airport Capital Program Eligible Project Examples Through the Airport Capital Program, the Virginia Department of Aviation offers funding for various development projects for airports. This appendix provides details on the most common types of eligible projects. Unless otherwise specified within the manual or federal regulations as appropriate, these projects are applicable for all airports in the *Virginia Air Transportation System Plan* (VATSP) and the state participation rate follows the description in 3.3 Utilization of State and Federal Funding Resources. Sponsors should contact DOAV regarding the eligibility of other projects.	Appendix A: Airport Capital Program Eligible Project Examples Through the Airport Capital Program, the Virginia Department of Aviation offers funding for various development projects for airports. This appendix provides details on the most common types of eligible projects. Unless otherwise specified within the manual or federal regulations as appropriate, these projects are applicable for all airports in the *Virginia Air Transportation System Plan* (VATSP) and the state participation rate follows the description in 3.3 Utilization of State and Federal Funding Resources. Sponsors should contact DOAV regarding the eligibility of other projects.

Section	Type of Project
A.27	air traffic control towers
A.34	aircraft removal systems
A.32	airport rescue and fire fighting building furniture
A.31	airport rescue and fire fighting buildings
A.30	airport rescue and fire fighting equipment and related safety equipment
A.21	clearing and grubbing
A.24	communication systems

Section	Type of Project
A.27	air traffic control towers
A.30	aircraft rescue and fire fighting building furniture
A.29	aircraft rescue and fire fighting buildings
A.28	aircraft rescue and fire fighting equipment and related safety equipment
A.21	communication systems
A.37	debt service retirement
A.17	demolition of facilities

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A.41	debt service retirement
A.18	demolition of facilities
A.9	drainage projects
A.4	easement acquisition
A.16	emergency generators
A.6	engineering projects
A.2	environmental compliance projects
A.1	environmental studies
A.19	facility and equipment projects
A.36	FAR Part 139 airports - airport security facilities, systems, and equipment
A.35	FAR Part 139 airports - facility and equipment projects
A.38	FAR Part 139 airports - maintenance equipment purchases
A.37	FAR Part 139 airports - maintenance of facilities
A.39	FAR Part 139 and TSAR 1542 compliance manuals
A.40	FAR Part 139 and TSAR 1542 training and related materials
A.13	fueling systems for aircraft
A.33	fueling systems for airport operation vehicles
A.9	grading projects
A.25	green initiatives
A.12	hangar site preparation
A.3	land acquisition
A.5	land release
A.1	land use studies
A.22	landscaping
A.23	landside entrance and directional signage
A.14	maintenance equipment storage buildings
A.19	maintenance projects
A.2	mitigation projects
A.20	obstruction removal
A.11	pavement sensor systems
A.9	paving and pavement rehabilitation
A.1	planning studies
A.7	re-design or re-bidding of engineering projects
A.17	relocation of facilities
A.10	runways not supported by FAA
A.26	Safety Management Systems
A.19	security projects
A.8	sinkholes
A.28	snow and ice removal equipment
A.29	snow equipment removal buildings
A.15	utility systems

A.1 Airport Planning, Environmental, and Land Use Studies

Eligible airport planning, environmental, and land use studies for the purpose of future planning and investigating environmental impacts include, but are not limited to:

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A.23	disadvantaged business enterprise plan
A.9	drainage projects
A.4	easement acquisition
A.15	emergency generators
A.6	engineering projects
A.2	environmental compliance projects
A.1	environmental studies
A.34	FAR Part 139 airports - airport security facilities, systems, and equipment
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A.14	utility systems

A.1 Airport Planning, Environmental, and Land Use Studies

Eligible airport planning, environmental, and land use studies for the purpose of future planning and investigating environmental impacts include, but are not limited to:

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• airport master plans and updates • airport layout plans and updates • regional system planning studies • airport feasibility and site selection studies • terminal building conceptual studies • terminal area plans • airport property maps (Exhibit A) • environmental assessments (EA) • environmental impact statements (EIS) • FAR Part 150 noise studies • FAR Part 106 architectural, archeological, and cultural resources surveys • land use plans • airport access studies • drainage studies • storm water pollution prevention plans (SWPPP) • spill prevention plans (SPCC) • oil discharge contingency plans (ODC) • wildlife studies • wildlife mitigation measures	• airport master plans and updates • airport layout plans and updates • regional system planning studies • airport feasibility and site selection studies • terminal building conceptual studies • terminal area plans • airport property maps (Exhibit A) • environmental assessments (EA) • environmental impact statements (EIS) • FAR Part 150 noise studies • FAR Part 106 architectural, archeological, and cultural resources surveys • land use plans • airport access studies • drainage studies • storm water pollution prevention plans (SWPPP) • spill prevention plans (SPCC) • oil discharge contingency plans (ODC) • wildlife studies • non-operational wildlife mitigation measures
A.2 Environmental Compliance and Mitigation Projects The construction of facilities, purchase of equipment, and participation in mitigation activities needed to comply with Virginia Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) regulations, as well as Best Management Practices as determined as reasonable by DOAV, are eligible. Eligible environmental projects include, but are not limited to: • wash racks • oil and water separators • deicing fluid containment and treatment systems and equipment • silviculture • purchase of wetlands credits	A.2 Environmental Compliance and Mitigation Projects The construction of facilities, purchase of equipment, and participation in mitigation activities needed to comply with Virginia Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) regulations, as well as Best Management Practices as determined as reasonable by DOAV, are eligible. Eligible environmental projects include, but are not limited to: • wash racks • oil and water separators • deicing fluid containment and treatment systems and equipment • silviculture • purchase of wetlands credits • stream mitigation
A.3 Land Acquisition Land acquisition may be made by fee simple purchase or take the form of a donation, an exchange, or eminent domain (condemnation). In all cases, land must be acquired in accordance with the *Code of Virginia* and the federal *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended. Land acquisition for the following safety areas and uses is eligible: • approach, runway protection, and transitional surfaces in accordance with FAR Part 77 and *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* • airport facilities	A.3 Land Acquisition Land acquisition may be made by fee simple purchase or take the form of a donation, an exchange, or eminent domain (condemnation). In all cases, land must be acquired in accordance with the *Code of Virginia* and the federal *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended. Land acquisition for the following safety areas and uses is eligible: • approach, runway protection, and transitional surfaces in accordance with FAR Part 77 and *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* • airport facilities

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• approach lighting systems • airport ground access to the nearest public highway • environmental protection and mitigation For land acquisition to be eligible for Airport Capital Program funds: • the land to be acquired must be shown on the approved airport layout plan as being required for aeronautical purposes, airport development, safety, and/or security purposes • the sponsor is required to obtain an appraisal • a review appraisal must be made to qualify the original appraisal • just compensation and/or any relocation expenses must be paid to the property owner Reimbursable costs for land acquisition and land acquisition services include, but are not limited to: • appraisal costs • costs for environmental due diligence audits • survey costs • negotiation costs • legal costs • court costs and attorney fees in condemnation cases A privately-owned, public-use airport must be designated as a reliever airport in the *VATSP* and *NPIAS* in order to be eligible for state funding for land acquisition. The purchase of land is not an eligible project for local service airports. Land acquisition differs from other eligible items as land value will generally increase over time. For this reason, the assurances which are part of the *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* apply in perpetuity. The airport property map must be updated after land acquisition is complete.	• approach lighting systems • airport ground access to the nearest public highway • environmental protection and mitigation For land acquisition to be eligible for Airport Capital Program funds: • the land to be acquired must be shown on the approved airport layout plan as being required for aeronautical purposes, airport development, safety, and/or security purposes • the sponsor is required to obtain an appraisal • a review appraisal must be made to qualify the original appraisal • just compensation and/or any relocation expenses must be paid to the property owner Reimbursable costs for land acquisition and land acquisition services include, but are not limited to: • appraisal costs • costs for environmental due diligence audits • survey costs • negotiation costs • legal costs • court costs and attorney fees in condemnation cases A privately-owned, public-use airport must be designated as a reliever airport in the *VATSP* and *NPIAS* in order to be eligible for state funding for land acquisition. The purchase of land is not an eligible project for local service airports. Land acquisition differs from other eligible items as land value will generally increase over time. For this reason, the assurances which are part of the *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* apply in perpetuity. The airport layout plan and property map must be updated after land acquisition is complete.
A.4 Easement Acquisition Easement acquisition is typically used to protect approach and departure slopes to and from airports. The acquisition of easements must be acquired in accordance with the *Code of Virginia* and the federal *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended. Easement acquisition for the following safety areas and uses is eligible: • approach, runway protection, and transitional surfaces in accordance with FAR Part 77 and *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* • approach lighting systems • PAPI clearance planes • obstruction removal • responses to Part 150 noise studies For easement acquisition to be eligible for Airport Capital Program funds:	A.4 Easement Acquisition Easement acquisition is typically used to protect approach and departure slopes to and from airports. The acquisition of easements must be acquired in accordance with the *Code of Virginia* and the federal *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended. Easement acquisition for the following safety areas and uses is eligible: • approach, runway protection, and transitional surfaces in accordance with FAR Part 77 and *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* • approach lighting systems • PAPI clearance planes • obstruction removal • responses to Part 150 noise studies For easement acquisition to be eligible for Airport Capital Program funds:

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• the proposed easement must be shown on the approved airport layout plan and property map as being required for aeronautical purposes, airport development, safety, and/or security purposes • the sponsor is required to obtain an appraisal • a review appraisal must be made to qualify the original appraisal • just compensation must be paid to the property owner Reimbursable costs for easement acquisition and easement acquisition services include, but are not limited to: • appraisal costs • survey costs • legal costs For local service airports, only the acquisition of easements needed to accommodate state minimum airport licensing standards as stated in *Code of Virginia* §5.1-7 and *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* and non-precision approaches is eligible. For easement acquisition, the assurances which are part of the *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* apply in perpetuity. The airport property map must be updated after easement acquisition is complete.	• the proposed easement must be shown on the approved airport layout plan and property map as being required for aeronautical purposes, airport development, safety, and/or security purposes • the sponsor is required to obtain an appraisal • a review appraisal must be made to qualify the original appraisal • just compensation must be paid to the property owner Reimbursable costs for easement acquisition and easement acquisition services include, but are not limited to: • appraisal costs • survey costs • legal costs For local service airports, only the acquisition of easements needed to accommodate state minimum airport licensing standards as stated in *Code of Virginia* §5.1-7 and *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing* and non-precision approaches is eligible. For easement acquisition, the assurances which are part of the *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* apply in perpetuity. The airport layout plan and property map must be updated after easement acquisition is complete.
A.5 Land Release Land which had been acquired with state funds and is no longer required for aeronautical purposes or future airport development may be disposed in accordance with state and federal laws and regulations, as applicable. If a sponsor disposes of land acquired using state funds and the sponsor receives a payment from the disposal, the sponsor must reimburse the state with a percentage of the selling price. That percentage must match the state's participation rate in the grant agreement for the land acquisition. Appraisal, environmental review, survey, and legal costs are eligible for reimbursement only when property is exchanged to support aeronautical requirements The airport property map must be updated after land release is complete.	A.5 Land Release Land which had been acquired with state funds and is no longer required for aeronautical purposes or future airport development may be disposed in accordance with state and federal laws and regulations, as applicable. If a sponsor disposes of land acquired using state funds and the sponsor receives a payment from the disposal, the sponsor must reimburse the state with a percentage of the selling price. That percentage must match the state's participation rate in the grant agreement for the land acquisition. Appraisal, environmental review, survey, and legal costs are eligible for reimbursement only when property is exchanged to support aeronautical requirements The airport layout plan and property map must be updated after land release is complete.

A.6 Engineering Projects
 	
Eligible airport engineering projects include, but are not limited to:
• preliminary engineering
  • land surveys
  • geotechnical surveys
• engineering design
• obstruction analysis
• construction
• pavement analysis
	A.6 Engineering Projects
	
	Eligible airport engineering projects include, but are not limited to:
	• preliminary engineering
	  • land surveys
	  • geotechnical surveys
	• engineering design
	• obstruction analysis
	• construction
	• pavement analysis

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Upon the completion of construction projects, airport documents, such as the airport layout plan drawing set and storm water pollution prevention plan, need to be updated as needed. The provision or conversion of drawings and documents to a GIS format as part of another project, such as a design project or ALP update, is also eligible. The GIS format must be in accordance with DOAV approved standards.	Upon the completion of construction projects, airport documents, such as the airport layout plan drawing set and storm water pollution prevention plan, need to be updated as needed. The preparation or conversion of drawings and documents to a GIS format as part of another project, such as a design project or ALP update, is also eligible. The GIS format must be in accordance with DOAV approved standards.
A.7 Re-design or Re-bidding of Engineering Projects The re-design or re-bidding of engineering projects is eligible under these conditions: • change in state and federal, if applicable, funding availability • change in design requirements from applicable agencies • original bids exceeding budget estimates • no bids received or non-responsive bidders The re-design or re-bidding of engineering projects is not eligible if a sponsor chooses not to move forward and none of conditions noted above exist. When a sponsor becomes aware of the need to re-design or re-bid an engineering project, the sponsor needs to coordinate with DOAV and FAA, as appropriate, before proceeding with work activities.	A.7 Re-design or Re-bidding of Engineering Projects The re-design or re-bidding of engineering projects is eligible after the fact under these conditions: • change in state and federal, if applicable, funding availability • change in design requirements from applicable agencies • original bids exceeding budget estimates • no bids received or non-responsive bidders DOAV will reimburse only for the re-design or re-bid package that moves forward to construction. The re-design or re-bidding of engineering projects is not eligible if a sponsor chooses not to move forward and none of conditions noted above exist. When a sponsor becomes aware of the need to re-design or re-bid an engineering project, the sponsor needs to coordinate with DOAV and FAA, as appropriate, before proceeding with work activities.
A.8 Sinkholes The repair of sinkholes on airport property that are not considered an immediate hazard is eligible under the Airport Capital Program. The repair of a sinkhole that requires immediate action as it is a public safety or operational hazard is eligible under the Maintenance Program in accordance with 9.7 Emergency Maintenance Request. If the sponsor has reached the $100,000 fiscal year limit, the project would cause the sponsor to reach the limit, or funding is not available under the Maintenance Program, the emergency needs would be handled under the Airport Capital Program in accordance with 6.7.1 Emergency Request.	A.8 Sinkholes The repair of sinkholes on airport property that are not considered an immediate hazard is eligible under the Airport Capital Program. The repair of a sinkhole that requires immediate action as it is a public safety or operational hazard is eligible under the Maintenance Program in accordance with 5.3.8 Emergency Maintenance Request. If the sponsor has reached the $100,000 fiscal year limit, the project would cause the sponsor to reach the limit, or funding is not available under the Maintenance Program, the emergency needs would be handled under the Airport Capital Program in accordance with 4.2.9.1 Emergency Request.
A.9 Grading, Paving, Pavement Rehabilitation, and Drainage Grading, paving, pavement rehabilitation, and drainage projects that support public-use, non-revenue producing facilities located on airport property are eligible. Hangar site preparation is the exception to the non-revenue producing facility criteria, as noted in section A.11 hangar site preparation. Examples of eligible projects include, but are not limited to: • runways • public-use taxiways and taxilanes • public aprons	A.9 Grading, Paving, Pavement Rehabilitation, and Drainage Grading, paving, pavement rehabilitation, and drainage projects that support public-use, non-revenue producing facilities located on airport property are eligible. Hangar site preparation is the exception to the non-revenue producing facility criteria, as noted in section A.11 Hangar Site Preparation. Examples of eligible projects include, but are not limited to: • runways • public-use taxiways and taxilanes • public aprons

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• public tie-down areas
• aprons for clear span hangars that will be owned and maintained by the sponsor
• automobile parking for public-use that
  • is not revenue producing
  • does not exclusively support a revenue producing facility
  • does not provide reserved parking
  • does not provide parking for airport employees
• public access roads on airport property as described in Appendix C Access Roads
• airfield perimeter roads as described in Appendix C Access Roads
• taxiways serving T-hangars
  • public-use taxiways serving industrial parks where:
  • industrial parks are established or proposed
  • industrial parks are included in the local jurisdiction's approved comprehensive land use plan
  • the land on which the taxiway is to be construct must be dedicated as airport property
  • state funding participation cannot exceed a third of the eligible project's cost
• pavement overlays and rehabilitation where a determination is made of a strength deficiency, an unsafe condition, or a requirement to preserve a facility which would otherwise develop into an unsafe or unusable public facility
• pavement grooving when justified
	• public tie-down areas
	• aprons for clear span hangars that will be owned and maintained by the sponsor
	• automobile parking for public-use that
	  • is not revenue producing
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	  • state funding participation cannot exceed a third of the eligible project's cost
	• pavement overlays and rehabilitation where a determination is made of a strength deficiency, an unsafe condition, or a requirement to preserve a facility which would otherwise develop into an unsafe or unusable public facility
	• pavement grooving when justified

A.10 Runways Not Supported by FAA For general aviation airports, capital projects for runways not supported by FAA are ineligible for state participation. DOAV will only participate in the maintenance and preservation of a runway that is not supported by FAA. This participation includes safety, preservation, maintenance, and obstruction removal projects under the Maintenance Program and the Facility and Equipment Program, as applicable. Runway rehabilitation or reconstruction is not considered preservation. For air carrier airports, capital projects for runways not supported by FAA may be eligible as entitlement only projects on a case by case basis. Considerations for eligibility include increased operations and safety concerns.	A.10 Runways Not Supported by FAA For general aviation airports, capital projects for runways not supported by FAA are ineligible for state participation. DOAV may participate in the maintenance and preservation of a runway that is not supported by FAA. This participation includes safety, preservation, maintenance, and obstruction removal projects under the Maintenance Program and the Facility and Equipment Program, as applicable. Runway rehabilitation or reconstruction is not considered preservation. For air carrier airports, capital projects for runways not supported by FAA are eligible as entitlement only projects if all airside needs are met of the primary runway.
A.12 Hangar Site Preparation Design and construction projects for hangar site preparation are eligible under the following conditions: • a T-hangar will be owned by the sponsor and leased to individual aircraft owners for aircraft storage by the sponsor for a fixed term on a non-discriminatory basis • a clear span hangar will be owned by the sponsor and leased to a single or multiple tenants for aircraft storage by the sponsor for a fixed term on a non-discriminatory basis • a hangar for public use will be constructed by a private party on airport property where all the following are met: • the sponsor advertises the availability of the property through the Request for Proposal process in accordance with the *Virginia Public Procurement Act* • the property is the subject of a fixed term lease • the hangar will become the property of the sponsor at the end of the lease	A.11 Hangar Site Preparation Hangar site preparation is eligible as described below. Hangar site preparation includes: • grading • drainage • paving for public access and parking on both air and land sides DOAV must review the floor plan of the hangar. Site work will be guided by local building codes and subject to approval by DOAV. Design and construction projects for hangar site preparation are eligible under one of the following conditions: • A sponsor builds a hangar and leases space to the public for aircraft storage on a non-discriminatory basis.

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- the lease is certified to DOAV in accordance with *Code of Virginia* §5.1-40

Hangars are to be used for aircraft storage only and shall not be used as a site to conduct a private business or as an area for non-aeronautical purposes. If at any time during the 20 years of the grant term the sponsor elects to convert aircraft storage space to a revenue producing use or for storage of items other than aircraft, the sponsor must reimburse the state for the usage change at a prorated share.

Hangar site preparation includes:

- grading
- drainage
- paving for public access and parking on both air and land sides

Site work will be guided by local building codes and subject to approval by DOAV.

Projects that are not eligible include:

- site preparation for a hangar that will have exclusive, permanent proprietary use
- specialty items associated with identification and beautification such as signage and shrubbery
- construction of a hangar building

If an airport sponsor chooses to use its federal non-primary entitlement funds to construct a hangar, the state will only participate in the hangar site preparation.

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- A sponsor advertises the availability of the property through the Request for Proposal process in accordance with the *Virginia Public Procurement Act* and selects a third party that best fits its criteria, the third party builds a hangar under a lease with the sponsor for a maximum of 30-years, and the third party leases space to the public for aircraft storage on a non-discriminatory basis. The hangar will become the property of the sponsor at the end of the lease. The lease between the sponsor and third party must be certified to DOAV in accordance with *Code of Virginia* §5.1-40.
- A sponsor advertises the availability of the property through the Request for Proposal process in accordance with the *Virginia Public Procurement Act* and selects a third party that best fits its criteria, the third party builds a hangar for its own aircraft storage under a lease with the sponsor for a maximum of 30-years. The hangar will become the property of the sponsor at the end of the lease. The lease between the sponsor and third party must be certified to DOAV in accordance with *Code of Virginia* §5.1-40.

Projects that are not eligible include:

- site preparation for a hangar that will have permanent proprietary use
- specialty items associated with identification and beautification such as signage and shrubbery
- construction of a hangar building

Hangars are to be used for aircraft storage only and shall not be used as a site to conduct a private business or as an area for non-aeronautical purposes. If at any time during the 20 years of the grant obligation term the sponsor elects to convert aircraft storage space to a revenue producing use or for storage of items other than aircraft, the sponsor must reimburse the state for the usage change at a prorated share.

If an airport sponsor chooses to use its federal non-primary entitlement funds to construct a hangar, the state will only participate in the hangar site preparation.

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A.13 Fueling Systems for Aircraft

The removal of old aircraft fueling systems and the construction or installation of new systems are eligible as described below. A sponsor may receive up to $200,000 over a 25-year period to remove old systems and construct or install new systems. The 25-year period begins with the final reimbursement date for the first grant related to the fueling system at the airport.

For the removal of an old fueling system, the state's funding participation is 80 percent of all costs associated with the closure and removal of a system.

For the construction or installation of a new state funded fueling system which will be owned by the sponsor, the state's funding participation in the total project cost is based on the total fuel flowage for the 12 months prior to the project request as follows:

Fuel Flowage (gals)	State Participation
≤ 75,000	2/3
75,001 – 150,000	1/2
>150,000	1/3

For the construction or installation of a new federally funded fueling system which will be owned

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The removal of old aircraft fueling systems and the construction or installation of new systems are eligible as described below. A sponsor may receive up to $200,000 over a 25-year period to remove old systems and construct or install new systems. The 25-year period begins with the final reimbursement date for the first grant related to the fueling system at the airport.

For the removal of an old fueling system, the state's funding participation is 80 percent of all costs associated with the closure and removal of a system.

For the construction or installation of a new state funded fueling system which will be owned by the sponsor, the state's funding participation in the total project cost is based on the total fuel flowage for the 12 months prior to the project request as follows:

Fuel Flowage (gals)	State Participation
≤ 75,000	2/3
75,001 – 150,000	1/2
>150,000	1/3

For the construction or installation of a new federally funded fueling system which will be owned

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by the sponsor, the state's funding participation follows the current percentage described in 3.3 Utilization of State and Federal Funding Resources. If the state's share of a federally funded project would exceed the balance of the limit, the state's share will be reduced accordingly. The prerequisites for this type of project are that: • the new system will be owned by the sponsor • the new system will comply with EPA requirements For the relocation of a fuel system due to airport development, the state's funding participation is 80 percent of all costs associated with the relocation. The relocation costs do not count against the dollar limit.	by the sponsor, the state's funding participation follows the prevailing rate for federally funded projects. If the state's share of a federally funded project would exceed the balance of the limit, the state's share will be reduced accordingly. The prerequisites for this type of project are that: • the new system will be owned by the sponsor • the new system will comply with EPA requirements For the relocation of a fuel system due to airport development, the state's funding participation is 80 percent of all costs associated with the relocation. The relocation costs do not count against the dollar limit.
A.14 Maintenance Equipment Storage Buildings For the design and construction costs of a basic storage building for the protection of airport maintenance equipment, the state's participation is 80 percent for up to 1,250 square feet of eligible building space and 50 percent for footage exceeding 1,250 square feet. The maximum eligible project cost shall not exceed $50 per square foot. Sponsors would be responsible for all costs exceeding $50 per square foot. DOAV will evaluate design plans to determine square footage needs and state participation. Private areas, such as office space and restrooms, are not eligible for state participation. The costs for designing and constructing utility systems to service the storage building are not eligible for state funding. If at any time during the 20 years of the grant term the sponsor elects to convert storage space to other uses, the sponsor must reimburse the state for the usage change at a prorated share.	A.13 Maintenance Equipment Storage Buildings For the design and construction costs of a basic storage building for the protection of airport maintenance equipment, the state's funding participation is 80 percent for up to 1,250 square feet of eligible building space and 50 percent for footage exceeding 1,250 square feet. The maximum eligible project cost shall not exceed $50 per square foot. Sponsors would be responsible for all costs exceeding $50 per square foot. DOAV will evaluate design plans to determine square footage needs and state participation. Private areas, such as office space and restrooms, are not eligible for state participation. The costs for designing and constructing utility systems to service the storage building are not eligible for state funding. If at any time during the 20 years of the grant term the sponsor elects to convert storage space to other uses, the sponsor must reimburse the state for the usage change at a prorated share. Example: Determining the Public-Use Funding Ratio and Maximum State Funding A new Maintenance Equipment Storage Building will have 4,000 total square feet: To determine the public-use funding ratio for this building: Step 1: 80 percent funding for the first 1,250 square feet of building area: 0.80 x 1,250 = 1,000 Step 2: 50 percent funding for the remaining square feet of building area: 0.50 x (4,000 – 1,250) = 1,375 Step 3: Total percentage of state funding: (1,000 + 1,375) / 4,000 = 59.375 = 59.4 % To determine the maximum state funding for this building:

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	Step 1: $50 per square foot x 4,000 square feet x 59.4 percent: $50 x 4,000 x 0.594 = $118,800 Note: The state funding will be based on the actual cost per square foot for design and construction but will not exceed $50 per square foot.
A.15 Utility Systems The design and construction of utility systems that serve eligible public-use facilities within the contiguous airport property boundary are eligible for Airport Capital Program funding. These utilities include electricity, water, sewer, and communications. Utilities to private or revenue producing areas, including hangars, are not eligible. The cost of utility systems serving both public spaces and private or revenue producing areas will be prorated on the basis of the percentage of the public space to the total building area or facilities to be served by the utility. Utility systems serving F&E systems will be funded in accordance with the F&E program. If any existing utility systems need to be relocated due to eligible project development, the relocation costs are eligible, even if the utility service is provided to private or revenue producing areas.	A.14 Utility Systems The design and construction of utility systems that serve eligible public-use facilities within the contiguous airport property boundary are eligible for Airport Capital Program funding. These utilities include electricity, water, sewer, and communications. Utilities to private or revenue producing areas, including hangars, are not eligible. The cost of utility systems serving both public spaces and private or revenue producing areas will be prorated on the basis of the percentage of the public space to the total building area or facilities to be served by the utility. Utility systems serving F&E systems will be funded in accordance with the F&E program. If any existing utility systems need to be relocated due to eligible project development, the relocation costs are eligible, even if the utility service is provided to private or revenue producing areas.
A.16 Emergency Generators For only airports with ground-based navigational aids, emergency generators that provide auxiliary power for ground-based navigational aids, airside lighting, fuel farms, and terminal buildings are eligible. This eligibility includes the purchase and installation of the generator and the modifications to facilities to accept the generator. An analysis to determine generator size will be required and is eligible for funding. The state participation rate is 80 percent of the eligible project costs. State entitlement funds may be used for generators at air carrier airports. Funding will be available from the Airport Capital Program or the Facilities and Equipment Program at DOAV's discretion. State entitlement funds may be used for generators at air carrier airports. The provision of an emergency generator at ARFF and snow removal equipment buildings is eligible as an entitlement only project. Maintenance of generators, including scheduled and unscheduled service, is eligible through the Maintenance Program.	A.15 Emergency Generators For only airports with ground-based navigational aids, emergency generators that provide auxiliary power for ground-based navigational aids, airside lighting, fuel farms, and terminal buildings are eligible. This eligibility includes the purchase and installation of the generator and the modifications to facilities to accept the generator. An analysis to determine generator size will be required and is eligible for funding. The state participation rate is 80 percent of the eligible project costs. Funding will be available from the Airport Capital Program or the Facilities and Equipment Program at DOAV's discretion. State entitlement funds may be used for generators at air carrier airports. The provision of an emergency generator at ARFF and snow removal equipment buildings is eligible as an entitlement only project. Maintenance of generators, including scheduled and unscheduled service, is eligible through the Maintenance Program.
A.17 Relocation of Facilities The relocation of a facility is eligible when a facility: • creates an obstruction to navigable airspace in accordance with FAR Part 77, *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*, or FAA *Advisory Circular 150/5300-13 Airport Design*	A.16 Relocation of Facilities The relocation of a facility is eligible when a facility: • creates an obstruction to navigable airspace in accordance with FAR Part 77, *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*, or FAA *Advisory Circular 150/5300-13 Airport Design*

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• interferes with approved development • is or will be impacted by development • is or will be used in a manner not consistent with airport operations or minimum standards	• interferes with approved development • is or will be impacted by development • is or will be used in a manner not consistent with airport operations or minimum standards
A.18 Demolition of Facilities The demolition of a facility is eligible under one of the following conditions: • the facility is impacted by a development project when demolition will be a part of that project • the facility is an obstruction • the facility has no aeronautical purpose For example, if a safety area is being expanded and a hangar sits within the expanded area, the demolition of the hangar is eligible as part of the safety area project. The demolition of a public-use facility as a stand alone project is eligible. An environmental due diligence audit must be completed prior to the award of a tentative allocation. The sponsor is responsible for the mitigation of any environmental findings. The demolition of a private-use or revenue generating facility as a stand alone project is not eligible.	A.17 Demolition of Facilities The demolition of a facility is eligible when a facility: • creates an obstruction to navigable airspace in accordance with FAR Part 77, *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*, or FAA *Advisory Circular 150/5300-13 Airport Design* • interferes with approved development • is or will be impacted by development • is or will be used in a manner not consistent with airport operations or minimum standards • has no aeronautical purpose For example, if a safety area is being expanded and a hangar sits within the expanded area, the demolition of the hangar is eligible as part of the safety area project. The demolition of a public-use facility as a stand alone project is eligible. An environmental due diligence audit must be completed prior to the award of a tentative allocation if applicable. The sponsor is responsible for the mitigation of any environmental findings. The demolition of a private-use or revenue generating facility as a stand alone project is not eligible.
A.20 Obstruction Removal An obstruction removal project to bring an airport into compliance with FAR Part 77, *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*, or FAA *Advisory Circular 150/5300-13 Airport Design* is eligible. Eligible projects include, but are not limited to: • cutting trees • dismantling an abandoned tower When federal funding will be used for an obstruction removal project, the state will participate at the prevailing rate for federally funded projects. When federal funding will not be used for an obstruction removal project, an airport sponsor needs to use the balance of the sponsor's fiscal year maintenance allocation up to $100,000 for the obstruction removal. If the cost of the project exceeds that balance, the sponsor will need to apply to the VAB for Airport Capital Program funds for the state's participation in the remainder of the project. Obstruction removal projects will be considered as regular maintenance projects, and the state's participation rate will be 80 percent. These state rates apply regardless of the funding program utilized. When the sponsor owns the property, DOAV will reimburse the sponsor one time to remove the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing. The state's participation rate will be 80 percent.	A.18 Obstruction Removal An obstruction removal project to bring an airport into compliance with FAR Part 77, *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*, or FAA *Advisory Circular 150/5300-13 Airport Design* is eligible. When federal funding will be used for an obstruction removal project, the state will participate at the prevailing rate for federally funded projects. When federal funding will not be used for an obstruction removal project, an airport sponsor needs to use the balance of the sponsor's fiscal year maintenance allocation up to $100,000 for the obstruction removal. If the cost of the project exceeds that balance, the sponsor will need to apply to the VAB for Airport Capital Program funds for the state's participation in the remainder of the project. Obstruction removal projects will be considered as regular maintenance projects, and the state's participation rate will be 80 percent. These state rates apply regardless of the funding program utilized. When the sponsor owns the property, DOAV will reimburse the sponsor one time to remove the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing.

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When the sponsor's avigation easement or agreements only permits the topping of trees, DOAV will reimburse the sponsor to cut the trees on an as needed basis in accordance with easements and agreements. The state's participation rate will be 80 percent. When the sponsor's avigation easement permits the sponsor to clear cut the trees to ground level, DOAV will reimburse the sponsor one time to cut the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing if the avigation easement so permits. The state's participation rate will be 80 percent. Sponsors of FAR Part 139 airports may use state entitlement funds for obstruction removal projects. If a sponsor uses state entitlement funds for an obstruction removal project, the sponsor will not be subject to the fiscal year approval restriction and reimbursement requirement described in 3.1.1.3 Air Carrier Utilization of State Entitlement and Discretionary Funds. Sponsors of FAR Part 139 airports can request state discretionary funding for obstruction removal when the sponsor has exceeded the sponsor's fiscal year maintenance allocation of $100,000 or maintenance funds are not available for such projects.	When the sponsor's avigation easement or agreements only permits the topping of trees, DOAV will reimburse the sponsor to cut the trees on an as needed basis in accordance with easements and agreements. When the sponsor's avigation easement permits the sponsor to clear cut the trees to ground level, DOAV will reimburse the sponsor one time to cut the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing if the avigation easement so permits. When the obstruction area cannot be routinely maintained due to environmental sensitivity, limited physical access, and restrictions on equipment and clearing allowed, DOAV may reimburse the sponsor to cut trees more than one time.
A.22 Landscaping Landscaping as an element of a project, such as the construction of a terminal building or public-access access road, is eligible. The state's funding participation will match that of the project unless otherwise specified during the scoping process. Stand alone landscaping projects are eligible as described below. The state's funding participation is 50 percent of eligible costs. A sponsor may receive up to $50,000 in state discretionary funds over a ten-year period for these landscaping projects. No limit is set for the use of state entitlement funds by a FAR Part 139 airport for such projects. Eligible stand alone landscaping items include, but are not limited to: • landscaping plans prepared by qualified landscape architect or planner • landscaping required by environmental mitigation measures as described in section A.2 environmental compliance and mitigation projects • landscaping for erosion and drainage control • landscaping to existing facilities • replacement of aging trees and plants, such as those planted at terminal building over 20 years ago Ineligible landscaping items include, but are not limited to: • landscaping at entrances other than airport entrance signage as described in A.22 landside entrance and directional signage • installation, maintenance, or replacement of irrigation systems • maintenance of roadway ditches • landscaping to assist in noise control • replacement of vegetation lost to obstruction removal outside of silviculture activities • outdoor patios and terraces • containers for plants, trees, or other vegetation • landscaping in buildings including plants, planters, and terraces	A.19 Landscaping Landscaping as an element of a project, such as the construction of a terminal building or public-access access road, is eligible. The state's funding participation will match that of the project unless otherwise specified during the scoping process. Stand alone landscaping projects are eligible as described below. The state's funding participation is 50 percent of eligible costs. A sponsor may receive up to $50,000 in state discretionary funds over a ten-year period for these landscaping projects. Sponsors of Part 139 airports may use state entitlement funds for landscaping and the limit does not apply. Eligible stand alone landscaping items include, but are not limited to: • landscaping plans prepared by qualified landscape architect or planner • landscaping required by environmental mitigation measures as described in section A.2 environmental compliance and mitigation projects • landscaping for erosion and drainage control • landscaping to existing facilities • replacement of aging trees and plants, such as those planted at terminal building over 20 years ago Ineligible landscaping items include, but are not limited to: • landscaping at entrances other than airport entrance signage as described in A.20 landside entrance and directional signage • installation, maintenance, or replacement of irrigation systems • landscaping to assist in noise control • replacement of vegetation lost to obstruction removal outside of silviculture activities • outdoor patios and terraces • containers for plants, trees, or other vegetation • landscaping in buildings including plants, planters, and terraces • utilities and specialized equipment to support the maintenance of landscaping

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• utilities and specialized equipment to support the maintenance of landscaping A landscaping plan must be approved by DOAV before a sponsor is eligible to receive funding for stand alone landscaping projects. Landscaping as an element of a project must be included in the design of the project. In addition, landscaping for a new terminal building must be included in the terminal building conceptual study. DOAV reserves the right to limit the scope and complexity of a landscaping project based on airport role, facility location, land area, topography, and road network. Landscaping projects must comply with FAA *Advisory Circular 150/5200-33B Hazardous Wildlife Attractants On or Near Airports* and local zoning requirements. FAA assistance with technical and/or environmental issues, including wildlife habitat avoidance, will be requested as needed. The maintenance and replacement of landscaping provided through a project funded by the state are considered operational costs and are not eligible under the Maintenance Program.	A landscaping plan must be approved by DOAV before a sponsor is eligible to receive funding for stand alone landscaping projects. Landscaping as an element of a project must be included in the design of the project. In addition, landscaping for a new terminal building must be included in the terminal building conceptual study. DOAV reserves the right to limit the scope and complexity of a landscaping project based on airport role, facility location, land area, topography, and road network. Landscaping projects must comply with FAA *Advisory Circular 150/5200-33B Hazardous Wildlife Attractants On or Near Airports* and local zoning requirements. FAA assistance with technical and/or environmental issues, including wildlife habitat avoidance, will be requested as needed. The maintenance and replacement of landscaping provided through a project funded by the state are considered operational costs and are not eligible under the Maintenance Program.
A.23 Landside Entrance and Directional Signage Landside entrance and directional signage are eligible as described below. The state's funding participation is 80 percent of eligible costs. A sponsor may receive up to $80,000 of state discretionary funding over a ten-year period for signage projects. The limit applies to a combination of projects for the main airport entrance sign and directional signs, not to each type of signage project. No limit is set for the use of state entitlement funds by a FAR Part 139 airport. Eligible landside signage items include, but are not limited to: • directional signage plans • airport entrance sign conceptual plan • signage to public-use areas within airport property • signage to private-use areas within airport property for which only general descriptions, such as "North General Aviation Area" or "Long-Term Parking", are provided • directional signage, often referred to as "green directional signs", designed and installed in accordance with the *Manual on Uniform Traffic Control Devices (MUTCD)*, administered by the Federal Highway Administration Ineligible landside signage include, but are not limited to: • display of tenant names and logos • modifications to signs due to the re-designation of airport area references or changes in tenants DOAV will determine the need for a sign conceptual plan for an entrance sign or directional signs based on the airport role, complexity of the roadway network, topography, airport activity, and unique local conditions. A required signage plan must be approved by DOAV before a sponsor is eligible to receive funding for signage projects. If only MUTCD directional signs are used, a signage plan is not required. Signs must be on airport property, or the airport must have has adequate interest in the property on which the signs are to be installed. The signs must be designed and installed in accordance with federal, state, and local requirements. For projects utilizing state discretionary funding,	A.20 Landside Entrance and Directional Signage Landside entrance and directional signage are eligible as described below. The state's funding participation is 80 percent of eligible costs. A sponsor may receive up to $80,000 of state discretionary funding over a ten-year period for signage projects. The limit applies to a combination of projects for the main airport entrance sign and directional signs, not to each type of signage project. Sponsors of Part 139 airports may use state entitlement funds for signage and the limit does not apply. Eligible landside signage items include, but are not limited to: • directional signage plans • airport entrance sign conceptual plan • signage to public-use areas within airport property • signage to private-use areas within airport property for which only general descriptions, such as "North General Aviation Area" or "Long-Term Parking", are provided • directional signage, often referred to as "green directional signs", designed and installed in accordance with the *Manual on Uniform Traffic Control Devices (MUTCD)*, administered by the Federal Highway Administration Ineligible landside signage include, but are not limited to: • display of tenant names and logos • modifications to signs due to the re-designation of airport area references or changes in tenants DOAV will determine the need for a sign conceptual plan for an entrance sign or directional signs based on the airport role, complexity of the roadway network, topography, airport activity, and unique local conditions. A required signage plan must be approved by DOAV before a sponsor is eligible to receive funding for signage projects. If only MUTCD directional signs are used, a signage plan is not required. Signs must be on airport property, or the airport must have adequate interest in the property on which the signs are to be installed. The signs must be designed and installed in accordance with federal, state, and local requirements. For projects utilizing state discretionary funding, DOAV

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DOAV reserves the right to limit the scope and complexity of a signage project based on airport role, facility location, land area, topography, and road network. If the sponsor wants to use an entrance or directional sign that provides space for tenant names and logos, DOAV will determine the state's funding participation rate based on the design of the overall sign.	reserves the right to limit the scope and complexity of a signage project based on airport role, facility location, land area, topography, and road network. If the sponsor wants to use an entrance or directional sign that provides space for tenant names and logos, DOAV will determine the state's funding participation rate based on the design of the overall sign.
A.24 Communication Systems An airport's participation in a locality or regional communication systems is eligible. Individual radios not associated with those systems, such as hand held radios, individual Unicom radios, and walkie-talkie style radios, are not eligible.	A.21 Communication Systems An airport's participation in a local or regional public safety communication system is eligible. Individual radios not associated with those systems, such as hand held radios and individual Unicom radios are not eligible.
A.25 Green Initiatives Stand alone projects that support green initiatives will be considered on a case by case basis.	A.22 Sustainability Initiatives Stand alone projects that support sustainability initiatives should be consistent with the *Virginia Airports Sustainability Management Plan*.
	A.23 Disadvantaged Business Enterprise Plan A Disadvantaged Business Enterprise (DBE) Plan is eligible as part of a federally funded project for which FAA has approved the DBE Plan scope. A stand-alone DBE Plan is not eligible as a state-funded plan.
A.26 Safety Management System Projects The development of a Safety Management System plan for federally obligated airports and risk safety management for individual projects at federally obligated airports as required by FAA will be eligible for state funding. These projects are to be undertaken in accordance with FAA guidance and implementation documents. For federally funded projects, the state's funding participation follows the current percentage described in 3.3 Utilization of State and Federal Funding Resources. For state funded projects, the state's funding participation is 80 percent.	A.24 Safety Management System Projects The development of a Safety Management System plan for federally obligated airports and safety risk management for individual projects at federally obligated airports as required by FAA will be eligible for state funding. These projects are to be undertaken in accordance with FAA guidance and implementation documents. For federally funded projects, the state's funding participation follows the prevailing rate for federally funded projects. For state funded projects, the state's funding participation is 80 percent. Stand alone safety management system projects are not eligible.
A.33 Fueling Systems for Airport Operation Vehicles At air carrier airports, the installation of fueling systems for airport operation vehicles and equipment, such as ARFF and snow removal equipment, may be eligible for funding as part of the federally eligible design and construction of ARFF and snow removal equipment facilities. A stand-alone fueling system for airport operation vehicles would not be eligible. Upgrades to and the maintenance of such systems is not eligible for state funding.	A.25 Fueling Systems for Airport Operation Vehicles at FAR Part 139 Airports At air carrier airports, the installation of fueling systems for airport operation vehicles and equipment, such as ARFF and snow removal equipment, is eligible for funding as part of the federally eligible design and construction of ARFF and snow removal equipment facilities. A stand-alone fueling system for airport operation vehicles is not eligible. Upgrades to and the maintenance of such systems is not eligible for state funding.
A.11 Pavement Sensor Systems The installation or replacement of pavement sensor systems or sensors on runways is eligible at	A.26 Pavement Sensor Systems The installation or replacement of pavement sensor systems or sensors on runways is eligible at

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FAR Part 139 airports. The installation or replacement of sensor systems on other airside or any landside pavement is not eligible at any airport.	FAR Part 139 airports.
A.27 Air Traffic Control Towers The eligibility of air traffic control towers will be evaluated per request. Issues to be considered in the evaluation include, but are not limited to, the results of a required justification study, airport role, operations, and system needs. Projects for an air traffic control tower must include information on areas allocated for control tower use and leased space.	A.27 Air Traffic Control Towers The eligibility of air traffic control towers will be evaluated per request. Issues to be considered in the evaluation include, but are not limited to, the results of a required justification study, airport role, operations, and system needs. Projects for an air traffic control tower must include information on areas allocated for control tower use and leased space.
A.30 Airport Rescue and Fire Fighting Equipment and Related Safety Equipment Sponsors of FAR Part 139 airports may use Airport Capital Program funds to purchase airport rescue and fire fighting (ARFF) and safety equipment related to compliance with FAR Part 139. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. Eligible equipment includes, but is not limited to: • large equipment such as ARFF trucks • turn out gear • self contained breathing apparatus • trailer to transport additional foam materials The construction of ARFF simulator facilities and the provision of their related equipment, such as simulator pad, airfield access, and propane, needed to conduct FAR Part 139 training using the state simulator are eligible as entitlement only projects as described in 3.1.1.3.1 Entitlement Only Projects. The purchase of 150-pound fire extinguishers for use on aircraft parking aprons at any public-use airport is eligible for state funding. The supporting documents for a project request must include a narrative, a sketch with the locations for the extinguishers, and quotes with product cut sheets.	A.28 Aircraft Rescue and Fire Fighting Equipment and Related Safety Equipment Sponsors of FAR Part 139 airports may use Airport Capital Program funds to purchase aircraft rescue and fire fighting (ARFF) and safety equipment related to compliance with FAR Part 139. Eligible equipment includes, but is not limited to: • ARFF trucks • trailer to transport additional foam materials The purchase of large fire extinguishers, such as a 150-pound extinguisher, for use on aircraft parking aprons at any public-use airport is eligible for state funding. The supporting documents for a project request must include a narrative, a sketch with the locations for the extinguishers, and quotes with product specifications.
A.31 Airport Rescue and Fire Fighting Buildings Airport Capital Program funds may be used for the construction of airport rescue and fire fighting (ARFF) buildings related to compliance with FAR Part 139. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. The installation of airfield hydrant systems for recharging ARFF vehicles is an eligible project.	A.29 Aircraft Rescue and Fire Fighting Buildings Airport Capital Program funds may be used for the construction of aircraft rescue and fire fighting (ARFF) buildings related to compliance with FAR Part 139. The installation of airfield hydrant systems for recharging ARFF vehicles is an eligible project.
A.32 Airport Rescue and Fire Fighting Building Furniture Sponsors of FAR Part 139 airports may purchase eligible furniture for an airport rescue and fire fighting building using state entitlement funds only.	A.30 Aircraft Rescue and Fire Fighting Building Furniture Sponsors of FAR Part 139 airports may purchase eligible furniture for an aircraft rescue and fire fighting building using state entitlement funds only.

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Eligible furniture items include, but are not limited to: • traditional furniture • built-in furniture such as bunk beds Ineligible furniture items include, but are not limited to: • business and communications equipment • entertainment amenities • outside furniture The procurement of ARFF building furniture is eligible as an entitlement only project.	Eligible furniture items include, but are not limited to: • basic furniture, such as chairs and tables • built-in furniture such as bunk beds Ineligible furniture items include, but are not limited to: • business and communications equipment such as telephones and computers • entertainment amenities • outside furniture .
A.28 Snow and Ice Removal Equipment The purchase of equipment for snow and ice removal and treatment is eligible for FAR Part 139 airports, in accordance with their approved snow removal equipment plans as they relate to meeting federal certification requirements of FAR Part 139. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. The purchase of equipment for snow and ice removal and treatment that exceeds a FAR Part 139 airport's snow removal equipment plan and is appropriate for the size and location of the airport is eligible as an entitlement only project. Aircraft deicing equipment is not eligible for any state funding. The purchase of certain equipment attachments for snow removal at airports without commercial service is eligible under the Maintenance Program.	A.31 Snow Removal Equipment The purchase of equipment for snow removal and treatment is eligible for FAR Part 139 airports, in accordance with their approved snow removal equipment plans as they relate to meeting federal certification requirements of FAR Part 139. Aircraft deicing equipment is not eligible for any state funding. The purchase of certain equipment attachments for snow removal at airports without commercial service is eligible under the Maintenance Program.
A.29 Snow Removal Equipment Building Airport Capital Program funds may be used for the construction of snow removal equipment (SRE) buildings at FAR Part 139 airports. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139.	A.32 Snow Removal Equipment Building Airport Capital Program funds may be used for the construction of snow removal equipment (SRE) buildings at FAR Part 139 airports.
A.35 Facilities and Equipment for FAR Part 139 Airports Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Facilities and Equipment Program. If sponsors use state entitlement funds for facilities and equipment projects, the sponsor shall not be eligible to receive approval for any funding from the Facilities and Equipment Program during the fiscal year in which the state entitlement funds are spent. If it is determined during the review of an entitlement utilization report that a sponsor used entitlement funds for facilities and equipment projects and also used Facilities and Equipment Program funds for other eligible projects, the sponsor must reimburse the state for the Facilities and Equipment Program grants or allocations approved within that fiscal year.	A.33 Facilities and Equipment for FAR Part 139 Airports Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Facilities and Equipment Program. The procurement and installation of ground-based navigational equipment require prior approval by DOAV. If sponsors use state entitlement funds for facilities and equipment projects, the sponsor shall not be eligible to receive approval for any funding from the Facilities and Equipment Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible facilities and equipment and also used funds from the Facilities and Equipment Program for other eligible projects, the sponsor must repay the state for Facilities and Equipment Program funds reimbursed within that fiscal year.
A.36 Airport Security Facilities, Systems, and Equipment for FAR Part 139 Airports	A.34 Airport Security Facilities, Systems, and Equipment for FAR Part 139 Airports

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For Part 139 airports, the construction of facilities and the purchase of systems and equipment that are directly related to meeting safety and performance standards established by TSAR are eligible. Eligible projects include, but are not limited to: • security fencing and gates • access control systems • CCTV systems • perimeter lighting • security checkpoints • in-line EDS baggage systems • terminal building modifications to provide for the screening of people and baggage • terminal explosion and intrusion reinforcement and protection • glass treatment to reduce blast damage and injury • blast studies • vehicle inspection facilities • fingerprinting and badging stations • firearms and body armor for law enforcement officers employed by the airport The purchase of firearms and body armor for law enforcement officers is eligible as an entitlement only project. Public service operation vehicles, including police cars, are not eligible for state participation.	For Part 139 airports, the construction of facilities and the purchase of systems and equipment that are directly related to meeting safety and performance standards established by Transportation Security Administration (TSA) regulations are eligible. Eligible projects include, but are not limited to: • security fencing and gates • access control systems • CCTV systems • perimeter lighting • security checkpoints • in-line EDS baggage systems • terminal building modifications to provide for the screening of people and baggage • terminal explosion and intrusion reinforcement and protection • glass treatment to reduce blast damage and injury • blast studies • vehicle inspection facilities • fingerprinting and badging stations Public service operation vehicles, including police cars, are not eligible for state participation.
A.37 Maintenance of Facilities for FAR Part 139 Airports Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program. Sponsors of FAR Part 139 airports may use state entitlement funds only to secure maintenance contracts and repairs related to systems and equipment. Eligible systems and equipment include, but are not limited to: • elevators • escalators • security access systems • CCTV systems • terminal HVAC systems • systems not generally maintained by airport personnel Multi-year maintenance contracts would need to be programmed for each year of the contract. If sponsors use state entitlement funds for maintenance projects or contracts, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent, except as otherwise described in 6.7.5 Facilities and Equipment, Security, and Maintenance Requests; 9.2.4 Utilization of Airport Capital Program Funds and 9.2.5 Utilization of State Entitlement Funds from the chapter on the Maintenance Program; Appendix A section A.17 facility and equipment, security, and maintenance project requests; and Appendix A section A.19 obstruction removal. If it is determined during the	A.35 Maintenance of Facilities for FAR Part 139 Airports Sponsors of FAR Part 139 airports may use state entitlement funds for all projects eligible under the Maintenance Program. Sponsors of FAR Part 139 airports may use state entitlement funds only to secure maintenance contracts and repairs related to systems and equipment; these projects will receive no project merit points when evaluated for project priority scoring as noted in 4.1.4.2 Entitlement Only Projects. Eligible systems and equipment include, but are not limited to: • elevators • escalators • security access systems • CCTV systems • terminal HVAC systems • systems not generally maintained by airport personnel If sponsors use state entitlement funds for maintenance projects or contracts, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed within that fiscal year.

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review of an entitlement utilization report that a sponsor used entitlement funds for eligible maintenance projects and also used Maintenance Program funds for other eligible projects, the sponsor must reimburse the state for the Maintenance Program grants or allocations approved within that fiscal year. These projects will receive no project merit points when evaluated for project priority scoring as noted in 3.1.1.3.1 Entitlement Only Projects.	
A.38 Maintenance Equipment Purchases for FAR Part 139 Airports Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 9.2 State Participation and 9.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state's participation rate is 80 percent for this type of purchase. Other types of eligible maintenance equipment include, but are not limited to: • crack sealing equipment • large embankment mowers • lifts • bucket trucks • FOD collectors • runway sweepers • friction testers • airfield rubber and paint removal equipment If sponsors use state entitlement funds for the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent. If it is determined during the review of an entitlement utilization report that a sponsor used entitlement funds for the purchase of maintenance equipment and also used Maintenance Program funds for other eligible projects, the sponsor must reimburse the state for the Maintenance Program grants or allocations approved within that fiscal year.	A.36 Maintenance Equipment Purchases for FAR Part 139 Airports Sponsors of FAR Part 139 airports may use state entitlement funds to purchase maintenance equipment related to compliance with FAR Part 139 or to the safety and security of the airport. FAR. All of the equipment eligible under the Maintenance Program may be purchased with state entitlement funds. The dollar limits and associated time period, described in 5.3.2 State Participation and 5.3.2.2 Purchase of Maintenance Equipment, do not apply to this type of purchase. In addition, the state's participation rate is 80 percent for this type of purchase. Other types of eligible maintenance equipment include, but are not limited to: • crack sealing equipment • embankment mowers • lifts • bucket trucks • FOD collectors • runway sweepers • airfield rubber and paint removal equipment If sponsors use state entitlement funds for the purchase of maintenance equipment, the sponsor shall not be eligible to receive approval for any funding from the Maintenance Program during the fiscal year in which the state entitlement funds are spent If it is determined that a sponsor used entitlement funds for eligible maintenance projects and also used funds from the Maintenance Program for other eligible projects, the sponsor must repay the state for Maintenance Program funds reimbursed within that fiscal year.
A.41 Debt Service Retirement Sponsors of FAR Part 139 airports may use state entitlement funds for debt service retirement for state eligible project costs. State discretionary funds cannot be used for debt service retirement. The state's participation rate is based on the rate appropriate to the subject project. An accounting of a sponsor's debt service amortization needs to be provided to DOAV as part of the annual Entitlement Utilization Report. The accounting needs to include: • original amount • interest rate • original term • balance	A.37 Debt Service Retirement Sponsors of FAR Part 139 airports may use state entitlement funds for debt service retirement for state eligible project costs. State discretionary funds cannot be used for debt service retirement. The state's participation rate is based on the rate appropriate to the subject project. An accounting of a sponsor's debt service amortization must be provided to DOAV as part of the annual EURP. The accounting needs to include: • original amount • interest rate • original term • balance

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If the subject debt has ever been refinanced, the same information for the reorganized debt must be provided. If the total debt includes items not being retired with state entitlement funds, the original total and the eligible total must be provided.	If the subject debt has ever been refinanced, the same information for the reorganized debt must be provided. If the total debt amount includes ineligible items, the total amount for eligible items and the total amount for ineligible items must be provided.
A.19 Facility and Equipment, Security, and Maintenance Projects When funds are not available under the Facilities and Equipment Program, the Voluntary Security Program, or the Maintenance Program or when a sponsor has reached the $100,000 fiscal year limit for maintenance allocations per airport, a sponsor may submit project requests under the Airport Capital Program for consideration by the Virginia Aviation Board. The projects must meet the eligibility requirements of the appropriate program, and the required supporting documents for the Airport Capital Program must be provided as part of the project request submission. In such a case for a Part 139 airport, if the Virginia Aviation Board specifically approves the use of state entitlement funds for proposed facilities and equipment projects, a sponsor will not be subject to the fiscal year approval restriction and reimbursement requirement described in 3.1.1.3 Air Carrier Utilization of State Entitlement and Discretionary Funds.	
A.21 Clearing and Grubbing Clearing and grubbing of airport property are eligible under the Airport Capital Program. Eligible projects include, but are not limited to: • airport facility construction • obstruction removal in accordance with FAR Part 77, *Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing*, or FAA *Advisory Circular 150/5300-13 Airport Design*	
A.34 Aircraft Removal Systems Aircraft removal systems at FAR Part 139 airports are eligible. State entitlement funds are the only state funding source that can be used to fund aircraft removal systems. Sponsors should seek funding from other sources, such as the Federal Aviation Administration, prior to using state entitlement funds for these systems. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139.	
A.39 Compliance Manuals for FAR Part 139 and TSAR 1542 The development and revision of manuals needed for compliance with FAR Part 139 and TSAR 1542 are eligible projects. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. Eligible manuals include, but are not limited to: • certification manuals which contain emergency plans • security plans and programs	

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A.40 Training and Related Materials and FAR Part 139 and TSAR 1542 Sponsors of FAR Part 139 airports may use state entitlement funds only to procure equipment, videos, and consultant services used to meet FAR Part 139 and TSAR 1542 training requirements. FAR Part 139 projects eligible for state participation are those directly related to meeting safety and performance standards established by FAR Part 139. Eligible projects include, but are not limited to: • interactive training equipment • interactive training media • use of training consultants and facilitators This type of project will receive no project merit points when evaluated for project priority scoring as noted in 3.1.1.3.1 Entitlement Only Projects.	
Appendix B: Terminal Buildings Terminal buildings provide a connection between airside and landside operations and, within the buildings, a variety of services is offered to users and visitors. The Virginia Department of Aviation participates in the planning, design, construction, and certain maintenance activities for terminal buildings. The state's participation in terminal building projects is based on the amount of public-use space provided inside a terminal building.	Appendix B: Terminal Buildings Terminal buildings provide a connection between airside and landside operations and, within the buildings, a variety of services is offered to users and visitors. The Virginia Department of Aviation participates in the planning, design, construction, and certain maintenance activities for terminal buildings. The state's participation in terminal building projects is based on the amount of public-use space provided inside a terminal building.
B.1 Public-Use Space Public-use space is defined as terminal building space that: • is used for public benefit and convenience • does not produce revenue for the sponsor or any other public or private entity Common-use public areas that are directly related to the movement of passengers and baggage in air carrier terminal buildings are eligible for state funding. Non-revenue producing areas and joint-use space in terminal buildings are eligible for state funding. Incidental use of public space for advertising public events, posting public notices, or housing vending machines for public convenience is permissive in public-use spaces. The costs associated with adapting a building to provide for these incidental uses are not eligible for state funding. Private-use space is defined as terminal building space that: • is used to produce revenue • is used for administrative activities	B.1 Public-Use Space Public-use space is defined as terminal building space that: • is used for public benefit and convenience • does not produce revenue for the sponsor or any other public or private entity Common-use public areas that are directly related to the movement of passengers and baggage in air carrier terminal buildings are eligible for state funding. Non-revenue producing areas and joint-use space in terminal buildings are eligible for state funding. Incidental use of public space for advertising public events, posting public notices, or housing vending machines for public convenience is permissive in public-use spaces. The costs associated with adapting a building to provide for these incidental uses are not eligible for state funding. Private-use space is defined as terminal building space that: • is used to produce revenue • is used for administrative activities • is not accessible by the public

Public-Use Space	Private-Use Space
• lobbies • flight planning areas • pilot lounges	• cleaning and laundry areas • public lockers and showers • pilot sleep rooms

Public-Use Space	Private-Use Space
• lobbies • flight planning areas • pilot lounges	• cleaning and laundry areas • public lockers and showers • pilot sleep rooms

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• conference room space as described in B.1.2 Conference Room Space • public restrooms • baggage claim delivery areas • associated automated baggage handling equipment • public-use corridors to boarding areas • loading bridges • passenger vehicles moving between or within terminal facilities exclusively within airside areas • central waiting areas • holding areas for air freight loading and unloading • restaurants • sponsor and management offices • fixed base operations • aircraft maintenance areas • rental car services • entertainment areas such as game rooms • communication equipment, such as telephones and fax machines, in business and related centers	• conference room space as described in B.1.2 Conference Room Space • public restrooms • baggage claim delivery areas • associated automated baggage handling equipment • public-use corridors to boarding areas • loading bridges • passenger vehicles moving between or within terminal facilities exclusively within airside areas • central waiting areas • non-revenue producing baggage handling areas, such as areas used by TSA • restaurants • sponsor and management offices • fixed base operations • aircraft maintenance areas • rental car services • entertainment areas such as game rooms • communication equipment, such as telephones and fax machines, in business and related centers
A sponsor may lease space for any public or private activity if the use does not interfere with aeronautical activities and complies with *Virginia Aviation Regulations 24VAC5-10* seq., state grant assurances, and federal grant assurances as applicable. Sponsors should follow the *Virginia Public Procurement Act* when leasing terminal building space. If a sponsor converts public-use space into private-use or revenue producing space during the commitment term specified in a grant agreement, the sponsor must reimburse the state for its share of the cost to build that space. That amount will be prorated based on the number of months remaining in the commitment term of the grant agreement. If private-use space is converted to public-use space, DOAV will not reimburse a sponsor for the change in space usage.	A sponsor may lease space for any public or private activity if the use does not interfere with aeronautical activities and complies with *Virginia Aviation Regulations 24VAC5-10* seq., state grant assurances, and federal grant assurances as applicable. Sponsors should follow the *Virginia Public Procurement Act* when leasing terminal building space. If a sponsor converts public-use space into private-use or revenue producing space during the grant obligation term specified in a grant agreement, the sponsor must reimburse the state for its share of the cost to build that space. That amount will be prorated based on the number of months remaining in the grant obligation term of the grant agreement. If private-use space is converted to public-use space, DOAV will not reimburse a sponsor for the change in space usage. Public-use space in a terminal building shall not be leased or rented for revenue-producing purposes.
B.1.1 Joint-Use Space Some areas and equipment serve both public-use and private spaces. These include: • circulation areas including vestibule areas • storage areas for janitorial equipment used for accommodating public health and safety • mechanical areas for heating, air conditioning, ventilation, and utility systems State participation in these joint-use spaces will be prorated based upon the ratio of eligible DOAV funded public-use space to total building space minus the joint-use space.	B.1.1 Joint-Use Space Some areas and equipment serve both public-use and private spaces. These include: • circulation areas including vestibule areas • storage areas for janitorial equipment used for accommodating public health and safety • mechanical areas for heating, air conditioning, ventilation, and utility systems State participation in these joint-use spaces will be prorated based upon the ratio of eligible DOAV funded public-use space to total building space minus the joint-use space.
B.1.2 Conference Room Space State funding may be used in the construction of a conference room space within a terminal when the conference room space will be used for meetings with industrial and business prospects and meetings related to airport business. This space may also be made available on an expense-defraying basis for meetings and conferences for groups or companies. The utilization of conference rooms for economic development efforts and activities should have priority over other uses. For reliever and general aviation airports, the maximum square footage eligible for state funding participation is up to 15 percent of the building's public-use space not to exceed 750 square feet or 500 square feet if 15 percent of such space is less than 500 square feet. For air carrier airports, the square	B.1.2 Conference Room Space State funding may be used in the construction of a conference room space within a terminal when the conference room space will be used for meetings with industrial and business prospects and meetings related to airport business. This space may also be made available on an expense-defraying basis for meetings and conferences for groups or companies. The utilization of conference rooms for economic development efforts and activities should have priority over other uses. For reliever and general aviation airports, the maximum square footage eligible for state funding participation is up to 15 percent of the building's public-use space not to exceed 750 square feet or 500 square feet if 15 percent of such space is less than 500 square feet. For air carrier airports, the square

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footage eligible for state funding participation is 750 square feet. Conference rooms for terminals at local service airports are not eligible for state participation.	footage eligible for state funding participation is 750 square feet. Conference rooms for terminals at local service airports are not eligible for state participation.
B.1.3 Federal Inspection Facilities The construction or improvement of federal inspection facilities, including baggage handing equipment, is eligible for state funding. Administrative office space and special purpose equipment are not eligible. Sponsors may not charge for the use of this space or related equipment.	B.1.3 Federal Inspection Facilities The construction or improvement of federal inspection facilities, including baggage handling equipment, is eligible for state funding. Administrative office space and special purpose equipment are not eligible. Sponsors may not charge for the use of this space or related equipment.
B.1.4 Accessibility Features Fixed terminal facilities and equipment, including boarding devices required by 49 CFR 27, that provide access for people with disabilities are eligible if: • they are a part of the design of a new terminal or renovation • they are required by federal or state law	B.1.4 Accessibility Features Fixed terminal facilities and equipment, including boarding devices required by 49 CFR 27, that provide access for people with disabilities are eligible if: • they are a part of the design of a new terminal or renovation • they are required by federal or state law
Example: Determining a Public-Use Funding Ratio and Square Footage A new terminal building will have the following square footage: • 5,000 total square footage • 2,500 public-use space square footage • 1,500 private-use space square footage • 1,000 joint-use space square footage To determine the public-use funding ratio for this terminal: Step 1: Figure the terminal space that is not joint-use space: total square footage – joint-use space square footage 5,000 – 1,000 = 4,000 Step 2: Figure the ratio of public-use space square footage to total square footage to percentage: public-use space square footage ÷ total square footage 2,500 ÷ 4,000 = 0.625 or 62.5 percent Step 3: Figure the portion of the joint-use space square footage that is considered as public-use ratio x joint-use space square footage 0.625 x 1,000 = 625	Example: Determining a Public-Use Funding Ratio and Square Footage A new terminal building will have the following square footage: • 5,000 total square footage • 2,500 public-use space square footage • 1,500 private-use space square footage • 1,000 joint-use space square footage To determine the public-use funding ratio for this terminal: Step 1: Figure the terminal space that is not joint-use space: total square footage – joint-use space square footage 5,000 – 1,000 = 4,000 Step 2: Figure the ratio of public-use space square footage to total square footage to percentage: public-use space square footage ÷ total square footage 2,500 ÷ 4,000 = 0.625 or 62.5 percent Step 3: Figure the portion of the joint-use space square footage that is considered as public-use ratio x joint-use space square footage 0.625 x 1,000 = 625

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Step 4: Calculate the total square footage eligible for DOAV funding: public-use space square footage + public-use share of joint-use space square footage 2,500 + 625 = 3,125 Step 5: Calculate the percentage of eligible for DOAV funding: total square footage eligible for DOAV funding ÷ total square footage 3,125 ÷ 5,000 = 0.625 or 62.5 percent	Step 4: Calculate the total square footage eligible for DOAV funding: public-use space square footage + public-use share of joint-use space square f 2,500 + 625 = 3,125 Step 5: Calculate the percentage of eligible for DOAV funding: total square footage eligible for DOAV funding ÷ total square footage 3,125 ÷ 5,000 = 0.625 or 62.5 percent
B.1.5 State Participation The state's participation in the design, construction, and maintenance activities for terminal buildings is based on the amount of public-use space provided inside a terminal building as follows. • For new terminal buildings, the public-use space is based on the 20-year forecast of operations from the *VATSP* as described in B.2 Terminal Building Conceptual Study. • For existing terminal buildings built with state funds, the public-use space is based on the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement. • For existing terminal buildings not built with state funds, the public-use space is based on the **lesser** of the 20-year forecast of operations from the VATSP as described in B.2 Terminal Building Conceptual Study or the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement.	B.1.5 State Participation The state's participation in the design, construction, and maintenance activities for terminal buildings is based on the amount of public-use space provided inside a terminal building as follows. • For new terminal buildings, the public-use space is based on the 20-year forecast of operations from the *VATSP* as described in B.2 Terminal Building Conceptual Study. • For existing terminal buildings built with state funds, the public-use space is based on the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement. • For existing terminal buildings not built with state funds, the public-use space is based on the **lesser** of the 20-year forecast of operations from the *VATSP* as described in B.2 Terminal Building Conceptual Study or the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement.
B.2 Terminal Building Conceptual Studies Terminal building conceptual studies approved by DOAV are required for all airports, except local service airports, before design can begin for a new structure, a replacement structure, or an expansion of an existing structure. These studies need to include: • detailed project description including landscaping • justification for the proposed project • conceptual analysis • geometric design • justification for requested deviations from standards • construction cost analysis • project schedule • project cost • project budget For reliever, regional, and community service general aviation airports, the studies must provide an analysis of the public and non-public use space based on DOAV's 20-year funding eligibility model to determine maximum funding eligibility. For general aviation terminal buildings at air carrier airports, only general aviation operations will be used for the model. A final determination made by such a study is the ratio of	B.2 Terminal Building Conceptual Studies Terminal building conceptual studies approved by DOAV are required for all airports, except local service airports, before design can begin for a new structure, a replacement structure, or an expansion of an existing structure. These studies need to include: • detailed project description including landscaping • justification for the proposed project • conceptual analysis • geometric design • justification for requested deviations from standards • construction cost analysis • project schedule • project cost • project budget For reliever, regional, and community service general aviation airports, the studies must provide an analysis of the public and non-public use space based on DOAV's 20-year funding eligibility model to determine maximum funding eligibility. For general aviation terminal buildings at air carrier airports, only general aviation operations will be used for the model. A final determination made by such a study is the ratio of

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eligible DOAV funded space to total building space. DOAV will provide the model calculation to a sponsor upon request. Federal Aviation Administration guidelines for terminal buildings should be used for air carrier airports.

DOAV will fund one terminal building conceptual study project that follows through to design and construction. DOAV will not participate in the cost for any changes to a previously approved study that has not resulted in a construction project.

B.3 Terminal Buildings for Local Service Airports

For local service airports, eligible terminal design and construction are limited to a maximum of 1,236 square feet of public-use, non-revenue producing space, with the state share limited to 90 percent of the total eligible project costs.

A maximum square footage for local service airports has been determined for specific uses as follows:

Space Usage	Maximum Square Footage
passenger and pilot lobby	400
flight planning area	100
restrooms – men's	144
restrooms – women's	144
vending area	100
mechanical rooms	100
storage	100
circulation	148

If any dedicated space usage listed above is excluded from a terminal, the associated square footage is deducted from eligible state participation, and it may not be applied to another space usage. The usage listed above is recommended but not required.

B.4 Terminal Building Design and Construction

Terminal development for the purpose of accommodating passengers and cargo activities is eligible for state funding. The development can be a new structure, a replacement structure, or an expansion of an existing structure. The state's participation rate towards the cost of the design and construction of public-use, non-revenue producing areas is up to 100 percent, not to exceed 90 percent of the total project cost. The eligible costs include building design; building site preparation; and the extension of utilities for water, sewer, power, and communications to the building. A terminal building site is considered to be the area of a terminal building's foundation plus a nominal space five feet outside the perimeter of the building's foundation.

Approved terminal building conceptual studies are required for all airports, except those with a local service role, before design work can begin. DOAV has the authority to approve or reject any design, construction method, and materials proposed for a terminal. **All costs for a terminal building that exceed criteria approved by the department will be borne by the sponsor**.

As terminal projects usually involve eligible and ineligible items, the state's participation is prorated for eligible items. When prorating on a square footage basis, construction costs and costs for eligible items are prorated on the ratio of eligible square footage to the total usable square footage of the structure.

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eligible DOAV funded space to total building space. DOAV will provide the model calculation to a sponsor upon request. Federal Aviation Administration guidelines for terminal buildings should be used for air carrier airports.

DOAV will fund one terminal building conceptual study project that follows through to design and construction. DOAV will not participate in the cost for any changes to a previously approved study that has not resulted in a construction project.

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B.4 Terminal Building Design and Construction

Terminal development for the purpose of accommodating passengers and cargo activities is eligible for state funding. The development can be a new structure, a replacement structure, or an expansion of an existing structure. The state's participation rate towards the cost of the design and construction of public-use, non-revenue producing areas is up to 100 percent, not to exceed 90 percent of the total project cost. The eligible costs include building design; building site preparation; and the extension of utilities for water, sewer, power, and communications to the building. A terminal building site is considered to be the area of a terminal building's foundation plus a nominal space five feet outside the perimeter of the building's foundation.

Approved terminal building conceptual studies are required for all airports, except those with a local service role, before design work can begin. Terminal buildings should be designed for a 40-year life cycle. DOAV has the authority to approve or reject any design, construction method, and materials proposed for a terminal. **All costs for a terminal building that exceed criteria approved by the department will be borne by the sponsor**.

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	The following supporting documentation must be submitted with the project request: • a project narrative that provides the justification for the terminal building • a terminal floor plan with area calculations, sized to 8 ½ x 11 inches and 100 kb • task order for consulting services
B.5 Terminal Area Site Preparation The area designated for improvements related to a terminal building, such as aircraft parking and auto parking, that is outside of the five-foot perimeter around a terminal building is considered to be the terminal area. Terminal area site preparation is eligible for state funding at a participation rate of 80 percent. DOAV reserves the right to limit the number of auto parking spaces which will receive state funding participation, based on the public-use space in a terminal building. On average the state funds 13.5 parking spaces per 1,000 square feet of public-use space. Only non-revenue, public-use auto parking is eligible as part of terminal area site preparation. This applies to new terminal buildings as well as terminal building renovation, expansion, and replacement.	B.5 Terminal Area Site Preparation The area designated for improvements related to a terminal building, such as aircraft parking and auto parking, that is outside of the five-foot perimeter around a terminal building is considered to be the terminal area. Terminal area site preparation is eligible for state funding at a participation rate of 80 percent. DOAV reserves the right to limit the number of auto parking spaces which will receive state funding participation, based on the public-use space in a terminal building. On average the state funds 13.5 parking spaces per 1,000 square feet of public-use space. Only non-revenue, public-use auto parking is eligible as part of terminal area site preparation. This applies to new terminal buildings as well as terminal building renovation, expansion, and replacement.
B.6 Terminal Building Operation and Maintenance By accepting state funding for a terminal building, a sponsor undertakes responsibility for the operation and maintenance of the terminal building. Sponsors are responsible for all operational costs and are expected to keep terminal buildings open during the hours published in the most current edition of FAA's Airport/Facility Directory. If the repair of a terminal building or the repair/replacement of a terminal building system involves insurable property, sponsors should refer to 3.6 Utilization of Insurance Resources.	B.6 Terminal Building Operation and Maintenance By accepting state funding for a terminal building, a sponsor undertakes responsibility for the operation and maintenance of the terminal building. Sponsors are responsible for all operational costs and are expected to keep terminal buildings open during the hours published in the most current edition of FAA's Chart Supplement. If the repair of a terminal building or the repair/replacement of a terminal building system involves insurable property, sponsors should refer to 4.2.11 Utilization of Insurance Resources.
B.6.1 Terminal Building Maintenance The state's participation in the maintenance of a terminal building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed, the public-use space ratio will be the recalculated for the project evaluation process. If the maintenance will affect only public-use space, the state's participation rate will be 80 percent. If the maintenance will affect only private-use space, the state will not participate in the project. Terminal building maintenance will be funded through the Maintenance Program. Eligible maintenance activities include, but are not limited to, exterior and interior painting; repairs to plumbing systems, electrical systems, and roofs; window replacement; and lighting repairs. Ineligible activities include, but are not limited to, janitorial services, wallpapering, window treatments, lamp replacement, and exterior power washing.	B.6.1 Terminal Building Maintenance The state's participation in the maintenance of a terminal building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed, the public-use space ratio will be the recalculated for the project evaluation process. If the maintenance will affect only public-use space, the state's participation rate will be 80 percent. If the maintenance will affect only private-use space, the state will not participate in the project. Terminal building maintenance will be funded through the Maintenance Program. Eligible maintenance activities include, but are not limited to: • exterior and interior painting • repairs to plumbing systems, electrical systems, and roofs • window replacement • lighting repairs Ineligible maintenance activities include, but are not limited to: • janitorial services • wallpapering • window treatments • lamp replacement

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	• exterior power washing
B.6.2 Terminal Building System and Equipment Replacement Terminal building systems and equipment eligible for replacement include, but are not limited to, carpeting, flooring, HVAC, ceiling tiles, roof bladders, elevators, escalators, lighting, flight information display systems, or public address systems. The state's participation in the replacement of a terminal building system or equipment serving the entire building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed or the replacement of a terminal building system will alter the amount of public-use space, the public-use space ratio will be recalculated for the project evaluation process. If the system or equipment serves only public-use space, the state's participation rate is 80 percent of the total eligible cost of the project. If the system or equipment serves only private-use space, the state will not participate in the project. Terminal building system and equipment replacements will be funded under the Maintenance Program, and if those funds are not available, the project may be funded under the Airport Capital Program. When a project request is for the replacement of a terminal building system, DOAV may request a detailed professional analysis of the current system or will physically inspect the site to determine eligible improvements. DOAV will review and approve plans and specifications.	B.6.2 Terminal Building System and Equipment Replacement Terminal building systems and equipment eligible for replacement include, but are not limited to, carpeting, flooring, HVAC, ceiling tiles, roofs, elevators, escalators, lighting, flight information display systems, or public address systems. The state's participation in the replacement of a terminal building system or equipment serving the entire building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed or the replacement of a terminal building system will alter the amount of public-use space, the public-use space ratio will be recalculated for the project evaluation process. If the system or equipment serves only public-use space, the state's participation rate is 80 percent of the total eligible cost of the project. If the system or equipment serves only private-use space, the state will not participate in the project. Terminal building system and equipment replacements will be funded under the Maintenance Program, and if those funds are not available, the project may be funded under the Airport Capital Program. When a project request is for the replacement of a terminal building system, DOAV may request a detailed professional analysis of the current system or will physically inspect the site to determine eligible improvements. DOAV will review and approve plans and specifications.
B.7 Terminal Building Renovation, Expansion, and Replacement Changes in operational needs, the physical condition of a building, and other factors can create the need for the renovation, expansion, or replacement of a terminal building.	B.7 Terminal Building Renovation, Expansion, and Replacement Changes in operational needs, the physical condition of a building, and other factors can create the need for the renovation, expansion, or replacement of a terminal building.
B.7.1 Terminal Building Renovation Renovations to a terminal building are architectural or cosmetic changes made within the existing footprint of the building. These changes may include new carpeting, lighting, wall treatments, furniture, sound proofing, interior structural change, and features to improve access under the Americans with Disabilities Act (ADA). The state's participation in the renovation of an entire terminal building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed or the renovation will alter the amount of public-use space, the public-use space ratio will be recalculated for the project evaluation process. If the renovation will affect only public-use space, the state's participation rate is 80 percent of the total eligible cost of the project. If the renovation will affect only private-use space, the state will not participate in the project. Terminal building renovations will be funded through the Airport Capital Program. When a project request is for the renovation of a terminal building, DOAV must first inspect the current condition of the building to determine necessary improvements. Based on the scope of the project, a terminal building conceptual study addressing the renovation may be required. DOAV will review and approve plans and specifications.	B.7.1 Terminal Building Renovation Renovations to a terminal building are architectural or cosmetic changes made within the existing footprint of the building. These changes may include new carpeting, lighting, wall treatments, furniture, sound proofing, interior structural change, and features to improve access under the Americans with Disabilities Act (ADA). The state's participation in the renovation of an entire terminal building is based on the original public-use space ratio used for the construction of the building. If the amount of public-use space within a terminal building has changed or the renovation will alter the amount of public-use space, the public-use space ratio will be recalculated for the project evaluation process. If the renovation will affect only public-use space, the state's participation rate is 80 percent of the total eligible cost of the project. If the renovation will affect only private-use space, the state will not participate in the project. Terminal building renovations will be funded through the Airport Capital Program. When a project request is for the renovation of a terminal building, DOAV must first inspect the current condition of the building to determine necessary improvements. Based on the scope of the project, a terminal building conceptual study addressing the renovation may be required. DOAV will review and approve plans and specifications.
B.7.2 Terminal Building Expansion An expansion of a terminal building will create a change in the existing footprint of the building. A terminal building conceptual study will be required for an expansion.	B.7.2 Terminal Building Expansion An expansion of a terminal building will create a change in the existing footprint of the building. A terminal building conceptual study will be required for an expansion.

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The state's participation in the expansion of a terminal building is based on the public-use space ratio of the expanded space only. Terminal building expansions will be funded through the Airport Capital Program. DOAV will review and approve plans and specifications. When a sponsor wishes to undertake a project that involves the simultaneous renovation and expansion of a terminal building, a terminal building conceptual study will be required. This study must include the estimated cost of the renovation and the estimated cost of the expansion as separate cost figures. The square footage of each portion of the project must also be included. During the bid process, the actual cost of the renovation and the actual cost of the expansion must be provided as separate cost figures.	The state's participation in the expansion of a terminal building is based on the public-use space ratio of the expanded space only. Terminal building expansions will be funded through the Airport Capital Program. DOAV will review and approve plans and specifications. When a sponsor wishes to undertake a project that involves the simultaneous renovation and expansion of a terminal building, a terminal building conceptual study will be required. This study must include the estimated cost of the renovation and the estimated cost of the expansion as separate cost schedules. The square footage of each portion of the project must also be included. During the bid process, the actual cost of the renovation and the actual cost of the expansion must be provided as separate cost schedules.
B.7.3 Terminal Building Renovation and Expansion When a sponsor wishes to undertake a project that involves the simultaneous renovation and expansion of a terminal building, a terminal building conceptual study will be required. This study must include the estimated cost of the renovation and the estimated cost of the expansion as separate cost figures. The square footage of each portion of the project must also be included. During the bid process, the actual cost of the renovation and the actual cost of the expansion must be provided as separate cost figures.	B.7.3 Terminal Building Renovation and Expansion When a sponsor wishes to undertake a project that involves the simultaneous renovation and expansion of a terminal building, a terminal building conceptual study will be required. This study must include the estimated cost of the renovation and the estimated cost of the expansion as separate cost schedules. The square footage of each portion of the project must also be included. During the bid process, the actual cost of the renovation and the actual cost of the expansion must be provided as separate cost schedules.
B.7.4 Terminal Building Replacement The age or physical condition of a terminal building, inadequate capacity, or lack of space for expansion could necessitate the replacement of a terminal building. The state's participation rate towards the cost of the design and construction of public-use, non-revenue producing areas for a terminal building replacement is up to 100 percent, not to exceed 90 percent, of the total project cost. A terminal building conceptual study specifying why a replacement facility is needed will be required for a terminal building replacement. DOAV will fund one such study project that follows through to the design and construction of a replacement terminal.	B.7.4 Terminal Building Replacement The age or physical condition of a terminal building, inadequate capacity, or lack of space for expansion could necessitate the replacement of a terminal building. The state's participation rate towards the cost of the design and construction of public-use, non-revenue producing areas for a terminal building replacement is up to 100 percent, not to exceed 90 percent, of the total project cost. A terminal building conceptual study specifying why a replacement facility is needed will be required for a terminal building replacement. DOAV will fund one such study project that follows through to the design and construction of a replacement terminal.
B.8 General Aviation Terminal Building Security Systems Security systems for new and existing general aviation terminal buildings will be funded through the Voluntary Security Program at the participation rate of 90 percent. A sponsor shall coordinate the inclusion of security systems in the design of a new terminal building at the earliest phase possible. Security systems for existing terminal buildings should be included in airport security plans to be eligible for funding.	B.8 General Aviation Terminal Building Security Systems Security systems for new and existing general aviation terminal buildings will be funded through the Voluntary Security Program at the participation rate of 90 percent. A sponsor shall coordinate the inclusion of security systems in the design of a new terminal building at the earliest phase possible. Security systems for existing terminal buildings should be included in airport security plans to be eligible for funding.

B.9 Terminal Building Furniture
The purchase of furnishings for the public-use portions of terminal buildings is eligible. Eligible furnishings include seating for waiting areas, conference rooms, and pilot lounges.
 	
Ineligible furniture items include, but are not limited to:
• trash cans
• window treatments
• artwork
• plants
• business and communications equipment
  • telephones
  • fax machines
• entertainment amenities
  • stereos
  • CD players
	B.9 Terminal Building Furniture
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	• business and communications equipment
	  • telephones
	  • fax machines
	• entertainment amenities
	  • stereos
	  • CD players

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• radios • televisions • display cabinets • outside furniture • benches • rocking chairs • lounge chairs • stackable non-permanent chairs The state will participate in the purchase of public-use furniture for any public-use space that the state originally funded at 100 percent, which excludes joint-use areas as defined in B.1.1 Joint-Use Space. For air carrier terminal buildings, the state's participation is 80 percent of a maximum of $30,000 per 1,000 square feet of public-use space. For general aviation terminal buildings, the state's participation is 80 percent of a maximum of $9,000 per 1,000 square feet of public-use space. The department reserves the right to limit the state's participation in the purchase of furniture based on the number of pieces of furniture, style, material requested, and other considerations. The department also reserves the right to limit the state's participation in the purchase of replacement furniture based on the age and condition of existing furniture. The following supporting documentation must be submitted with the project request: • a project narrative that provides the justification for the furniture purchase • a furniture layout plan shown on a terminal building floor plan, sized to 8 ½ x 11 inches • three itemized quotes for comparable furniture or an itemized quote from a state contract	• radios • televisions • display cabinets • outside furniture • benches • rocking chairs • lounge chairs • stackable non-permanent chairs The state will participate in the purchase of public-use furniture for any public-use space that the state originally funded at 100 percent, which excludes joint-use areas as defined in B.1.1 Joint-Use Space. For air carrier terminal buildings, the state's participation is 80 percent of a maximum of $30,000 per 1,000 square feet of public-use space. For general aviation terminal buildings, the state's participation is 80 percent of a maximum of $9,000 per 1,000 square feet of public-use space. The department reserves the right to limit the state's participation in the purchase of furniture based on the number of pieces of furniture, style, material requested, and other considerations. The department also reserves the right to limit the state's participation in the purchase of replacement furniture based on the age and condition of existing furniture. The following supporting documentation must be submitted with the project request: • a project narrative that provides the justification for the furniture purchase • a furniture layout plan shown on a terminal building floor plan, sized to 8 ½ x 11 inches • three itemized quotes for comparable furniture or an itemized quote from a state contract
B.10 Emergency Medical Equipment Automatic external defibrillator (AED) devices are eligible for funding based on local codes and reasonable and necessary requirements as determined by DOAV. The state's funding participation is 80 percent. The replacement of batteries in a device purchased using state funds is eligible under the Maintenance Program with the state's funding participation rate of 80 percent.	B.10 Emergency Medical Equipment Automatic external defibrillator (AED) devices are eligible for funding based on local codes and reasonable and necessary requirements as determined by DOAV. The state's funding participation is 80 percent. The replacement of batteries in a device purchased using state funds is eligible under the Maintenance Program with the state's funding participation rate of 80 percent.
B.11 Terminal Buildings for Multimodal Service Multimodal terminal buildings offer mobility for passengers and baggage between two or more modes of transportation that are operating on a scheduled basis under a franchise or similar authority granted by a federal, state, or local agency. These buildings are supported by connecting route networks that extend beyond the local service area. State funds may be used to develop a multimodal, public-use terminal located within the boundaries of an airport, and this usage is subject to the prerequisites and cost participation of regular terminal buildings. Only the portions of the building directly related to aviation use are eligible.	B.11 Terminal Buildings for Multimodal Service Multimodal terminal buildings offer mobility for passengers and baggage between two or more modes of transportation that are operating on a scheduled basis under a franchise or similar authority granted by a federal, state, or local agency. These buildings are supported by connecting route networks that extend beyond the local service area. State funds may be used to develop a multimodal, public-use terminal located within the boundaries of an airport, and this usage is subject to the prerequisites and cost participation of regular terminal buildings. Only the portions of the building directly related to aviation use are eligible.
B.12 Terminal Buildings Status Change When the intended use of a terminal building changes or ceases, DOAV will assist with the maintenance of the public-use space at the current participation rate for the first 12 months after the use changes or ceases. After the initial 12 months, the entirety of the facility will not be eligible for maintenance assistance from the state. If at any time after the use of a terminal building changes or ceases and space usage changes from public-use to private-use, the sponsor will reimburse state as described in B.1 Public-Use Space.	B.12 Terminal Buildings Status Change When the intended use of a terminal building changes or ceases, DOAV will assist with the maintenance of the public-use space at the current participation rate for the first 12 months after the use changes or ceases. After the initial 12 months, the entirety of the facility will not be eligible for maintenance assistance from the state. If at any time after the use of a terminal building changes or ceases and space usage changes from public-use to private-use, the sponsor will reimburse state as described in B.1 Public-Use Space.

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