

SECTION 1 - GRANT APPLICATION AND PROJECT SELECTION

PROJECT FORMULATION

The Sponsor is responsible for submitting the [Grant Funding Application](#) for projects to the Missouri Highway and Transportation Department (MoDOT) Administrator of Aviation.

For those Sponsors that have sufficient experience with federally funded SBGP projects, staff with project scoping and estimating experience, and an approved airport layout plan on file, consultant services may not be required at this stage. For those Sponsors who do not have this experience or expertise, it is recommended that they review Section 5 of this handbook for guidance to select a consulting engineer to assist with the project development and application for funding.

Some of the items that must be addressed for proper project development consist of determining:

1. What is needed to insure that the airport serves the flying public that use the airport.
2. That the project is consistent with the airport development that is shown on the airport layout plan (ALP).
3. An accurate estimate of engineering and design costs.
4. Estimation of the various project components, component quantities, and component unit prices.
5. Capital Improvement Projects and cost estimates uploaded into the online Airport System Manager (ASM).
6. What components of the project are eligible for SBGP funding and the total cost of those components that are eligible.
7. The project environmental requirements based on the current version of the Federal Aviation Administration (FAA) Order 1050.1 and 5050.4.
8. The amount and availability of the Sponsor's share of the project costs.
9. The Sponsor's understanding of and their willingness and ability to comply with the Federal Aviation Administration grant assurances.

Those sponsors who do not have experience with airport development should contact the MoDOT Aviation Section for assistance with project scoping and development.

After making an accurate evaluation of the above items the Sponsor or their consultant should complete the SBGP application as discussed in the following section of this manual and forward the application to the address shown below:

Mr. Joe Pestka
MoDOT Administrator of Aviation
P.O. Box 270
Jefferson City, MO 65102

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GRANT FUNDING APPLICATION

The application for state block grant program project funds is a seven page form that must be submitted with all of the required documentation before the requested project can be considered for the MoDOT Aviation Section work program. Instructions on how to complete the application are attached with the application along with the federal grant assurances. Applications may be submitted at anytime.

APPLICATION POINTS OF INTEREST

Breakdown of Local Amount (Section C)

In certain circumstances, locally purchased or donated land may be used for match. However, fair market value for the land must be established prior to the issuance of a funding grant. Also, any land used to match a federal grant will assume federal land encumbrances the same as if the land had been funded under a federal grant.

The use of like kind or force account work is no longer accepted.

Proposed Construction (Part I, Item 7)

This area should briefly describe all items to be included in the project funding request. Detailed project items should be included in the Program Narrative, Part IV of the application.

Other Proposed Improvements (Section B)

This area should list all airport development items associated with the project that will not be federally funded. The MoDOT Aviation Section has no objection and even encourages airport sponsors to include locally funded items associated with the project within the scope of the SBGP project. An example would be to include an overlay of T-hangar taxiways as part of a SBGP runway overlay project. Lower unit costs from larger quantities and reduced mobilization costs can mean significant cost savings and go toward overall improvement of the airport. However, locally funded items must clearly be identified in overall project cost.

PROJECT READINESS

To be considered for state block grant funding the MoDOT Aviation Section must have an approved ALP on file that shows the proposed development. If the Sponsor does not own sufficient land for the project the proposed construction area should contain a description of the land that is to be acquired under this project.

A current Exhibit "A" property map must either be on file with the MoDOT Aviation Section or one must accompany the application. If the Sponsor has provided an Exhibit "A" for previous projects and no change has occurred in the airport property it should be noted in the application letter that the last submitted Exhibit "A" is still correct. No project can be funded under the SBGP without an Exhibit "A" on file that shows that the airport owns all of the land required for the proposed development project.

A current Capital Improvement Program should be uploaded and maintained in our online [Airport System Manager \(ASM\) website](#) along with a detailed engineer's cost estimate for each project being requested for funding. Access privileges are provided by Section staff to Sponsors and Consultants when requested. Reference [Sponsor's Guide on Submitting CIP](#).

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Applications for planning projects (non-construction) do not require an approved ALP or Exhibit "A". Applications for land acquisition funding require an approved ALP that shows the area to be acquired and must include funding for updating the Sponsor's Exhibit "A" after the acquisition is completed.

All projects must meet the current environmental requirements as set out in the most current FAA Orders 1050.1 and 5050.4.

If prior approval of project development costs are authorized by the MoDOT Aviation Section and the sponsor meets all SBGP requirements, sponsor incurred costs for airport layout plan development, environmental document preparation, development of a current Exhibit "A", and construction plans development (ready for bidding) may be reimbursed with SBGP funds after a grant is issued for a land acquisition or airport development project.

A sponsor may acquire land for airport development with their own funds and receive reimbursement at a later date when funds become available through the SBGP. Reimbursement for such funds may be accomplished either by a grant for the SBGP participation amount of the fair market value or a portion of the fair market value may be used as part or all of the sponsor's share of an airport development project. If the sponsor acquires land with their own funds and wishes to receive reimbursement through the SBGP they must meet all of the requirements for land acquisition, including all environmental, appraisal, and relocation requirements, as set out later in this handbook.

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REQUIRED DOCUMENTATION

The following items must either accompany or be on file with MoDOT Aviation Section for land acquisition projects and airport development projects.

1. An approved ALP must be on file with the MoDOT Aviation Section at the time of application.
2. A current Capital Improvement Program and an engineer's cost estimate for the project being requested.
2. A current Exhibit A Property Map and a *Certificate of Title* (based on title opinion only). If the Sponsor has submitted an Exhibit A and proof of title for a previous project that is still current it should be noted in the application.
3. If the project has prior environmental clearance it should be noted in the application. A determination of any further environmental action will be reviewed by Section staff.
4. *Sponsor Questionnaire - Airport Compliance Status.*
5. *Standard DOT Title VI Assurances.*
6. *Sponsor Certification for Real Property Acquisition.*
7. *Sponsor Certification for Drug-Free Workplace.*

These certifications are an integral part of the grant application and project completion process. All are required for airport development projects (see section 3 for planning projects). Failure on the part of the Sponsor to submit the required documentation will result in a delay of the grant application process. Failure of the Sponsor to complete all phases of the project in compliance with the certifications could cause the airport to be in noncompliance and jeopardize the airport's ability to receive federal funds.

If the Sponsor is unfamiliar with the above noted certifications, they should contact the MoDOT Aviation Section for assistance and clarification.

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MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION (MHTC) APPROVAL

The MoDOT Aviation Section will acknowledge the receipt of all SBGP applications for project funding; however, grants for projects cannot be made for a project until it has been included in a fiscal year work program that has been approved by the MHTC. This program document is the Statewide Transportation Improvement Program (STIP). Projects will not be submitted to the MHTC until they can be included in either the current or next fiscal year work program.

MISSOURI FEDERAL ASSISTANCE CLEARINGHOUSE REVIEW

The MoDOT Aviation Section must submit all airport development projects that use federal funds to the Missouri Federal Assistance Clearinghouse for their review and comment before the project can be placed under agreement for funding. Those airports that are within the jurisdiction of a Metropolitan Planning Organization (MPO), MARC in the Kansas City area and E-W Gateway in the St. Louis area, must also be reviewed by the MPOs. No SBGP funding can be approved until the clearinghouse requirements have been met.

TENTATIVE ALLOCATION LETTER

The MoDOT Aviation Section will send a letter of tentative allocation only after funding is available and the project is to be included in the current or next fiscal year work program that has been approved by the MHTC. All of the above noted required documentation and clearinghouse requirements as well as the project environmental requirements must be met before a letter of tentative allocation can be issued to the Sponsor. **Note: A letter of tentative allocation does not guarantee that funding will be available. If there are significant changes in the federal funds available or if previously approved projects have substantial overruns, funding for the project in a previously issued letter of tentative allocation may be deferred to future fiscal years.**

GRANT AGREEMENT/FAA ASSURANCES

The State Block Grant Agreement and associated standard FAA Grant Assurances establish requirements and sponsor obligations associated with accepting federal funds. A grant offer will be extended to the Sponsor when MoDOT receives a funding commitment from the FAA. In most cases, partial funding is initially provided to cover preliminary projects costs. The grant is then amended to provide the balance of allocated funds after construction bids are received.