

CHECKLIST FOR GRANT APPLICATION COMPLETENESS

Airport Name:

Project Name/Number:

	Planning or Environmental	Equipment	Land or Easement	Design and/or Construction
SF 424 (complete, signed, dated)				
FAA 5100-101		N/A	N/A	N/A
FAA Form 5100-100 (full sentences, Exhibit A statement)	N/A			
Program Narrative				
• Objective				
• Benefits				
• Approach				
• Geographic location				
• Sponsor's representative				
• NEPA statement				
• DBE statement				
• Exhibit A Statement		N/A	N/A	N/A
• Cost breakdown				
• Project schedule				
• EO 12372 statement				
Bid Tabulation	N/A		N/A	
Final Engineering Scope & Fee (optional)				
Organizational Chart				
Project Sketch		N/A		
Drug-Free Workplace Certification (with workplace location(s))				
Certification & Disclosure Regarding Potential Conflicts of Interest				
Certification Regarding Lobbying				
Sponsor Grant Assurances (version 3/2014; AC checklist date of 4-18-2019)				
A/C Checklist (4-18-2019)				
Exhibit A (only IF property has changed hands since last grant; hardcopy and PDF)				
Certification of:				
• Consultant Selection				
• Project Plans & Specs	N/A			
• Equip & Construct Contracts	N/A		N/A	
• Real Property	N/A	N/A		N/A
• Final Acceptance	N/A			