



U. S. Department
of Transportation

**Federal Aviation
Administration**

New York Airports District Office
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Dear Airport Sponsor / Airport Consultant:

This is to advise you of our latest guidelines for duration of AIP grants and for timeliness of payment requests. The purpose of these guidelines is to ensure expeditious AIP grant administration, specifically physical and financial completion of AIP projects.

Beginning with AIP grants issued in Fiscal Year 2000, a Special Condition will be included in all grants specifying that the maximum duration time for the AIP project, from date of grant acceptance to financial completion, is 4 years.

In the case of a multi-year project, the maximum time for financial completion is 4 years from the date of the final multi-year amendment.

At the beginning of each fiscal year and before approving a new AIP project, a review of the status of prior grants at the airport will be conducted. If there are any projects over three years old that are not closed out, we will request that you give us reasons for the delays and schedules for completing the projects and closing them out.

Upon review of the information provided, we will take one of the following actions regarding the existing grant:

- Revalidate the need for the grant and negotiate a schedule with the airport sponsor for completion and closeout of grant, or
- Obtain the proper documentation from the airport sponsor and take appropriate actions to closeout grant, or
- Unilaterally closeout the grant if the airport sponsor is non-responsive.

In addition, the NYADO will examine the timing of financial drawdowns on ongoing projects. Projects which have not had financial drawdowns within an **18-month period** after the date of grant agreement, and subsequent drawdowns within an 18-month after the previous drawdown, will be considered to be idle.

To encourage timely submittal of payment requests and drawdown from the letter of credit accounts, the NYADO will identify these projects which have not had a financial drawdown within an 18-month period and will take one of the following actions:

- Revalidate the need for the remaining obligations and agree with the airport sponsor on an acceptable schedule for the drawdown of the remaining obligation, or
- Immediately de-obligate any excess of funding.

It is likely that we will withhold advancing new AIP projects until there has been resolution of any physical or financial inactivity of the former projects.

We respectfully request your cooperation in advancing projects in a timely manner.

Sincerely,



Philip Brito

Manager, New York Airports District Office