

CIP Data Sheet Instructions for 2012-2016

The Capital Improvement Program (CIP) Data sheet consists of the following elements, at a minimum. A sample CIP Data Sheet is included. **Please note, because of advance planning now required by FAA milestones, the entire sheet must be completed for all 2012-2016 projects. (See reference to FAA milestones on cover letter)**

Note: Because of the information now requested for all projects, fewer projects may fit on a sheet.

All sections must be completed for all 2012-2016 projects.

- 1) Airport Name
- 2) Fiscal Year of proposed project
- 3) Project Data:
 - a) ALP Approval Date – Approval date of ALP which shows the project(s). Projects NOT shown on an ALP will be explained later.
 - b) Shown on ALP – Check box if shown on ALP
 - c) Project Type – Use **1** for Federal Type 1 Requests, **2** for State/Local Type 2 Requests
 - d) Project Description – Basic Description (e.g. Rehabilitate R/W 5-23)
 - e) For Type 1 Federal Matching Project funding:
 - f)
 - Federal Share – Federal dollar amount of grant to be 95%
 - State Share – State dollar amount of grant to be 1.25% for all years
 - Local Share – Local 3.75 % for all years
 - g) For Type 2 State/Local Match Project funding:
 - State Share – State dollar amount of grant is to be maximum 50%
 - Local Share – Local dollar amount of grant is to be minimum 50%
- 4) Environmental Status/ Environmental Schedule of Projects – Show the schedule for preparing all environmental documentation in order to meet your projected schedule for grant or show date of approval if environmental is complete. These dates must comply with the FAA’s General Milestones.
- 5) Land Title Status & Date of Exhibit “A” Status – Show land title and date of current property map as evidence that land will be in place to meet your projected schedule.
- 6) For Projects not shown on ALP, Show ALP revision Schedule.
- 7) Local Funding Source – Show how local share of project cost will be funded.
- 8) Open Projects – Show current federal projects under grant and scheduled close-out date.
- 9) Project Description – More detailed description of projects (Length, width, area, location and etc.)
- 10) Project Justification – Detailed cost breakdown and justification to support estimates for projects **according to FAA guidance** (e.g. operations counts for aircraft that require the runway extension or based aircraft counts and calculations for apron expansions.) Attach extra pages as required.
- 11) For each project, what month/year do you anticipate having bids or a negotiated price.
- 12) Certification – Please include Name and Signature of Authorized Representative and the Name and Phone number of the appropriate contact.

(Rev. 11-10-10)