CIP Data Sheet & Template Instructions for 2021-2025 (and Current Year 2020)

The Capital Improvement Program (CIP) Data sheet and Data Template consist of the following elements, at a minimum. A sample CIP Data Sheet and Data Template are included. The Data Template submitted must be in 2013 Excel format.

All sections must be completed for all 2021 - 2025 (and Current Year 2020 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. Type 3 State Loan Requests are not included at this time.
   d) Project Description – Basic Description (e.g. Rehabilitate R/W 5-23)
   e) For Planning Purposes Type 1 Federal Matching Project funding:
      - Federal Share – Federal dollar amount of grant to be 90%
      - State Share – State dollar amount of grant to be 5.0% for all years
      - Local Share – Local 5.0% for all years
   f) For Planning Purposes Type 2 State/Local Match Project funding:
      - State Share – State dollar amount of grant is to be 50%
      - Local Share – Local dollar amount of grant is to be 50%
   g) For Planning Purposes Type 3 State Loan Project funding will not be included at this time.

4) Environmental Status/Environmental Schedule of Projects – Show the schedule for preparing all environmental documentation and expected approval date or show date of approval if environmental is complete. These dates should 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 – Provide 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. 11-4-2019)