

CIP Data Sheet & Template Instructions for 2022-2026 (and Current Year 2021)

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 2022 - 2026 (and Current Year 2021 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. 11-2-2020)