



Office of Multimodal Commerce
Aviation Division
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John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary
Renee A. Lapeyrolerie, Commissioner

May 16, 2022

RE: Program Guidance Letter for FY 2023-2024 Airport Construction and Development Priority Program

In preparation for the FY 2023-2024 Airport Construction and Development Priority Program (ACDPP), we are issuing guidance to airport sponsors on filing Capital Improvement Plans (CIP) and Project Applications with the department by November 1, 2022. Please refer to the key deliverable dates below:

June 30, 2022: “DRAFT” CIPs submitted to Aviation Division for review, optional
September 1, 2022: Project Pre-Applications submitted to Aviation Division for review, optional
November 1, 2022: Project Applications with Support Documentation due to Aviation Division

We recommend that you submit an updated “draft” CIP on the projects you are seeking funding for in state fiscal year 2023-2024 (July 1, 2023–June 30, 2024) by June 30th. Our Development team will review these draft CIPs and communicate to you the information needed to properly prioritize the project request(s) in the ACDPP.

New to our planning process this year, the Aviation Division offers an opportunity to submit Project Pre-Applications to our office for review by September 1, 2022. Our Development team will review your submission(s) and provide comments relative to any insufficient information or additional documentation necessary for successful prioritization of the project request(s) in the ACDPP.

Prioritization of Project Applications is a two-step process. The first step is for the department to determine whether the project should be included in the priority process. The second step is to determine whether the information necessary for prioritization is available. Support documentation for Project Applications requesting funding in the ACDPP **must** include:

- 1) Project resolution from airport sponsor (incl. local contribution commitment if applicable)
- 2) Project scope and estimated cost
- 3) Project justification (and demonstration of immediate need)
- 4) Any environmental clearance documentation (if necessary), and
- 5) Any other information necessary for the prioritization of the project in accordance with Louisiana R.S. §2:802 and Louisiana Administrative Code Title 70 Part IX §307 and §315
 - a) Specific to this item, Pavement Maintenance Plan and Repair Logs for the prior fiscal year shall be submitted with the project application for review

If the above information is not received by our office by November 1, 2022, the proposed project(s) may not be allowed to compete for funding for the fiscal year being prioritized. There will be no grace period for additional supporting documents or changes.

To better assist you in the process, the Aviation Division provides a standardized packet for Project Applications. Although this format is currently not a requirement, we ask that you consider using this format to submit your Project Applications to better streamline our planning process and ensure efficient and effective review of your projects for prioritization.

Attached to this letter are the following:

1. DOTD Aviation Division ACDPP Planning Model
2. Airport CIP Template
3. Project Application Submittal Cover Letter, and
4. Project Application Form (required for each requested project)

If you have any questions or need additional information, please contact our office at (225) 379-3050.

Respectfully,



Bradley R. Brandt, MSA
Aviation Director
Office of Multimodal Commerce

BRB/cnw

Attachments: DOTD Aviation Division ACDPP Planning Model
Airport CIP Template
Project Application Submittal Cover Letter
Project Application Form