

Louisiana General Aviation Enhancement Program

Procedural Statement:

The purpose of this guidance is to provide a standardized project application procedure for the Louisiana General Aviation Enhancement Program. Grants issued under this program may generally be used by sponsors of publicly owned public use airports that are considered general aviation airports.

Authority:

Title 70, Part IX, Chapter 3, §309. Non-prioritized Programs

Background and Purpose:

The Louisiana General Aviation Enhancement Program's intent is to improve and maintain the aging infrastructure, and address revenue generating demands.

Funding will be limited to pro rata share of the Aviation Needs and Priority Program Line item based on the number of airports participating in the program.

Eligibility includes hangar projects, fuel farms, terminals, and other items.

Procedure:

This procedure establishes the application and selection criteria for the Louisiana GA Enhancement Program. This program provides state funds for publicly owned public use general aviation airports. Depending on availability of funding, DOTD may contribute up to 100% of the eligible costs for construction and engineering. Any other costs beyond the stipulated award amount will be born solely by the sponsor. The Sponsor will be responsible for 100 percent of non-eligible construction, engineering, and/or acquisition costs.

- A. For State Fiscal Year 2015-2016, Applications must be received by November 1st, 2014.
- B. The material submitted with the application will be verified and evaluated by the DOTD Aviation Section.
- C. A selection committee of DOTD Aviation staff will review in detail all eligible project applications after they have been prioritized through the Section's Construction & Development Program. It should be emphasized that the prioritization process may not require that the selection committee fund projects in order of their prioritization based on other factors. DOTD-Aviation takes into consideration available funding, the sponsor's past project performance, the geographic distribution of recent projects, the economic impact of the proposed project, safety considerations, and sponsor contribution.

- D. The Aviation Section Program Managers will notify the applicants of the selection process. Projects not selected for funding will be automatically re-submitted the following year during the application process unless specifically requested to be removed from the program by the sponsor. Sponsor is responsible for any update to application received by the DOTD Aviation Section.

Application Instructions:

1. Airport & Sponsor

Enter Airport name of applicant and legal Sponsor; enter the airport name, complete address of the applicant, telephone number, e-mail, and fax of the person to contact on matters related to this application.

2. Project Information

Enter Project title and define the scope of work.

3. Consultant Information

Enter consultant firm, date selected, project manager, phone and email for contact purposes on matters related to the project. Consultant must have been chosen in accordance with applicable State/FAA regulations. If Sponsor is not using a consultant for requested project mark N/A.

4. Project Cost Information

Enter amount proposed for each phase of work. Please provide the draft engineering service agreement, engineer's estimate and if additional professional services are needed provide documentation including details.

5. Proposed Funding Information

Enter amount being requested from DOTD for project. If local funding is being considered please attach a resolution from Sponsor for confirmation of funds. Please list any other funds anticipated towards project.

6. Proposed Project Schedule

Enter projected calendar days for each phase of the project. The Sponsor representative acknowledges by signing the application, they will follow the project schedule provided and if unable to stay within the project schedule could deem project ineligible for funding.

7. Required Documentation Schedule

Initial next to each required document to acknowledge the following deadlines.

- Section A – The environmental clearance is receipt of either the four agency letters, (1)US Fish & Wildlife, (2)LA Department of Environmental Quality,(3)LA Office of Cultural Development and (4)Department of Army Corps of Engineers or FAA approval of categorical exclusion.

- Section B – The airspace clearance is receipt of the “Notice of Proposed Construction or Alteration” (FAA Form 7460-1) letter of determination.
- Section C – Depicted on approved Airport Layout Plan (ALP) can be an FAA approved ALP or an FAA approved pen edit.
- Section D – Draft Engineering Agreement must be from a consultant chosen from the State/FAA approved consultant selection process.
- Section E – Independent Fee Analysis can be an informal analysis of consultant fees conducted by representative of Sponsor or separate consultant firm. Fees accrued due to analysis will not be a reimbursable cost under the project.
- Section F – Notice of Award submittal should consist of the Sponsor’s letter of award of the project to the lowest bidder.

8. Sponsor Certification

By signing the application, the Sponsor representative agrees that all information provided is accurate to the best of their knowledge and that they have read and understand the information included in the instructions. Failure to provide documentation requested or meet required deadlines may result in the project to be deemed ineligible for funding.