

**Washington State Department of Transportation
Aviation Division**

Airport Aid Application Forms

Please indicate menu choice by clicking on the appropriate menu button.

Instructions for Airport Aid Application (DOT Form 900-030EF)

1. Applicant

The name of the municipality or person who legally owns and is responsible for managing the airport "airport sponsor".

The Applicant's Authorized Representative is that individual who may be duly authorized by the public entity to act on its' behalf in the performance of duties overseeing the airport. Typically this is a mayor, city manager, county commissioner, city councilperson, port director, or tribal council member. The authorized representative should be the same individual who will sign the Airport Aid grant agreement if awarded funding. The airport manager should only be listed if he or she has the authority to negotiate contracts on behalf of the applicant.

Name, Title, Address, Phone, Cell, and Email Address. This should be the contact information for the applicant's authorized representative.

2. **Project to be Managed by** is the individual who will be responsible for the day-to-day management of the project and will be the appropriate contact for WSDOT Aviation to communicate matters relating to the grant. This person could be an employee of the airport sponsor. If the airport sponsor would like to authorize their consultant to communicate directly with WSDOT Aviation on their behalf, than this would be the that individual.

3. **Airport** is the approved name of the airport.

Check if the airport is included in the National Plan of Integrated Airport Systems (NPIAS) or whether it is designated as a Non-NPIAS airport.

Select the appropriate FAA and State classifications from the dropdown lists.

Select the appropriate Legislative and Congressional districts for the airport from the dropdown lists (If you are unsure of your districts, click on the hyperlink and enter the airport sponsor's address).

4. **Project Name and Description Listed by Priority, along with Project Funding Sources**

Number the projects 1, 2, 3, etc. in order of the priority (high to low).

The Project Name should be descriptive and be similar to the Project Title entered in the State Capitol Improvement Program (SCIP). Projects submitted that are not included in the SCIP will not be considered for funding.

Give a brief but accurate description of the project. You will have the opportunity to expand upon this in the Project Data Sheets to follow.

Insert the full cost of the project, the amount the airport sponsor will contribute (a minimum of 5% of the total cost for projects without federal funding or a minimum of half the local share required of federal funds e.g. FAA 90% / Local 5% / WSDOT 5%), and the amount you are requesting from the Aviation Division.

Include any other funds including the funding source (e.g. grant funds from another agency, private funds, etc.).

The total of the first column must equal the total of all other columns. The totals for the columns will automatically be calculated.

Please make these amounts as accurate as you can. Actual project bid amounts or negotiated consultant fees are preferable. If precise amounts are not yet available you are encouraged to use professional engineering estimates. If these estimates turn out to be an understatement and inadequate to cover the cost of the actual project, WSDOT Aviation may not be able to cover the additional costs which may have to be borne by the applicant. You will be asked to provide additional information supporting these costs and the source on the project data sheets.

5. Other Questions and Required Documentation

Master Plan / ALP Narrative Report - Please indicate if the airport has an approved Airport Master Plan or Airport Layout Plan (ALP) Narrative Report by checking 'Yes' or 'No'. If 'Yes' insert the month and year the report is dated.

Airport Layout Plan (ALP) - Please indicate if the airport has an approved Airport Layout Plan (ALP) by checking 'Yes' or 'No'. If 'Yes' insert the month and year the plan was approved. The project you are requesting funding for must be shown on the ALP in order to be considered for funding. If the airport does not have an approved ALP, the only project the sponsor should request funding for is the preparation of an Airport Master Plan and ALP.

Airport Information System (AIS) - Please indicate by checking 'Yes' or 'No' if the airport sponsor met the requirement to review and update their data in the AIS for the preceding calendar year by the December 31 deadline.

Greenhouse Gas Policy - RCW 70.235.070, outlines fund distribution prerequisites for infrastructure and capital development projects, all airport sponsors should adopt a greenhouse gas emission reduction policy in accordance with this new law. Please indicate by checking 'Yes' or 'No' if the airport sponsor has an adopted policy. If 'Yes' submit a copy of the policy to WSDOT Aviation and indicate how you are submitting by selecting the appropriate response from the drop-down menu.

For more information on this law, please visit Washington State Legislature's Revised Code of Washington (RCW) at <http://apps.leg.wa.gov/rcw/default.aspx?cite=70.235.070>

While having a policy is currently not a requirement that determines grant eligibility, it is anticipated in the near future that this will be an added requirement.

Airport Aid Grant Assurances - The airport's signed acceptance of WSDOT Aviation's Airport Aid Program Grant Assurances ([Chapter 468-260 WAC](#)) must be submitted with each Airport Aid Application. Please indicate how you are submitting the signed grant assurances by selecting the appropriate response from the drop-down menu. Please include the the grant assurances document in its entirety.

Adopted Resolution - Publicly owned airport sponsors must submit a resolution adopted by its elected officials. The resolution shall 1) Authorize submittal of the application to WSDOT Aviation, 2) State that the sponsor has the required matching funds available, and 3) State the elected officials support of the application. Please indicate how you are submitting the signed grant assurances by selecting the appropriate response from the drop-down menu.

6. Signing and submitting the Grant Application

WSDOT Aviation is now allowing airport sponsors to submit the grant application and supporting documentation electronically. The Airport Aid Application, Project Data Sheet(s), and Supplemental Justification Sheet(s) will need to be emailed from the Applicant's Authorized Representative as the saved (fillable form) .pdf file. The email being sent directly from the Applicant's Authorized Representative will serve in lieu of an actual signature on a printed document.

The application can still be submitted as a printed document, in which case the Applicant's Authorized Representative will need to sign the Airport Aid Application in the space provided.

There are multiple methods available for submitting the additional supporting documentation either electronically or in printed form.

Regardless of how the airport sponsor chooses to submit their application, all application forms and supporting documentation must be received by WSDOT Aviation by the published deadline.

"A Steward for Washington's Aviation System"

Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF)

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<p>2 Detailed Project Description / Approach to Accomplishing Project:</p>															
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(WSDOT Use Only)

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Instructions for Project Data Sheet (DOT Form 900-030A)

Complete a separate Project Data Sheet for each project listed from the Airport Aid Application (Form 900-030EF). Four individual sheets have been created and have automatically populated data for Airport Sponsor, Airport Name, Project No. and Title. If there are more than four projects, you will need to complete an additional application packet.

- 1. Project Category and Type** - Mark the appropriate project category. Some categories will also expand asking for a more specific project type under that category (e.g. Category - Pavement, Project Type - Rehabilitation). Select only the category of the most prominent work element of your project.
- 2. Detailed Project Description** - Provide a brief but descriptive narrative of the project to thoroughly explain what will be accomplished by the project. Please be as clear and specific as possible.

Example: Runway 7/25 (3200' x 60') rehabilitation to include grinding top 1/2-inch of asphalt and overlaying with 2 inches of Class B hot mix asphalt (HMA). The project will also include markings and displacing Runway 7 by 100 feet.
- 3. Project Justification** - Provide a brief narrative to justify why the project should receive state funding. Explain if it is a pavement project recommended by WSDOT Aviation's Airport Pavement Management System (provide details such as the specific pavement sections, PCI values, etc.), if a certain activity level at the airport has triggered the need for the improvements, or if the project is to correct an item of non-compliance found during a 5010 inspection or FAA compliance inspection.
- 4. Cost Estimate Details** - Provide specific information as to how the project costs shown on the first page of the Airport Aid Application were arrived at including the source (i.e. bid tab, engineer's estimate, vendor quote, etc.). Be sure to include a detailed itemization of the specific costs (i.e. labor and overhead costs not just construction costs in your estimate (i.e. design engineering, environmental, project bidding, construction, construction observation, etc.))
- 5. Project Schedule** - Indicate the expected start and completion of the project as well as the dates for when the work that would be included in the grant is beginning and ending. Note that these two sets of dates can be different based on the date advertised in which project work will be eligible. For example, WSDOT Aviation's grant cycle may be the first in the state's biennium and can only fund work that would take place after July 1st, but the airport is a NPIAS airport and has received a grant from the FAA and opted to begin the work in May as to not delay the project. In this example, only the work taking place after July 1 would be eligible for grant funds.

Also submit a detailed project schedule that includes major milestones, key deliverables, specific actions, etc.
- 6. Other Supporting Project Documentation (Required)** - 1) Submit a spending plan showing anticipated grant reimbursement amounts by month over the duration of the project, and 2) Submit information on jobs created by the project (WSDOT's Aviation Economic Impact Calculator is a good tool for this).
- 7. Other supporting Project Documentation (As Applicable)** - Provide any additional information as applicable that will help WSDOT Aviation fully understand your project.



Airport Aid Application Supplemental Justification

"A Steward for Washington's Aviation System"

Airport Sponsor	Project Work Item	Date of Application
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	Score (WSDOT Use)
<p>1. Project will correct an identified airport safety hazard, deficiency, or non-standard item. If Yes, specify correction.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p> <hr/>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>
<p>2. Grant will be used to match another source of funds. If Yes, specify other source.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>
<p>3. Project serves a vital community need. If Yes, specify need.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>
<p>4. Project will promote economic development and self-sufficiency for the airport. If Yes, specify benefit.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>
<p>5. Describe specific actions which the airport sponsor has taken in working with its local jurisdiction to provide protective zoning of the airspace and land surrounding the airport. If the airport has been included in the local Comprehensive Plan and/or Development Regulations, specify date plan was passed and provide a copy of document(s) relative to the airport.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>
<p>6. Project Readiness:</p> <p style="margin-left: 20px;">a. Required environmental documentation has been reviewed and approved. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p> <p style="margin-left: 20px;">b. Plans, specifications, estimates, and engineering report completed. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p> <p style="margin-left: 20px;">c. Non-State funds are available immediately. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p> <p style="margin-left: 20px;">d. Project is ready to proceed immediately. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div> <div style="border: 1px solid black; width: 100%; height: 30px;"></div> <div style="border: 1px solid black; width: 100%; height: 30px;"></div> <div style="border: 1px solid black; width: 100%; height: 30px;"></div>
<p>7. Project has local community support, indicated by strong volunteer commitment or interest. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>
<p>8. Sponsor has increased local match for the project. <input type="checkbox"/> Additional 5% <input type="checkbox"/> Additional 10% <input type="checkbox"/> Additional Other % _____</p>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>