

CARES Act Information for Tennessee General Aviation Airports

The [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act \(H.R. 748, Public Law 116-136\)](#) (PDF), signed into law by the President on March 27, 2020, includes \$10 billion in funds to be awarded as economic relief to eligible U.S. airports affected by the prevention of, preparation for, and response to the COVID-19 pandemic. CARES Act contains four separate funding sources for Tennessee airports.

Tennessee general aviation airports will be eligible for funding provided in Parts 1 and 4.

Part 1 - The CARES Act provides funds to increase the federal share to 100 percent for Airport Improvement Program (AIP) and supplemental discretionary grants already planned for fiscal year 2020/2021.

Part 4 – General aviation airports will receive funds based on their airport categories, such as National, Regional, Local, Basic and Unclassified.

[Part 1 Request Guide](#)

[Part 4 Request Guide](#)

CARES Act Part 1 Request Guide

***Note:** If you are requesting Part 1 funding to be used on a **new grant**, please follow the typical AIP funding request steps and guidance. **Please specify in the request letter that you are requesting Part 1 funds to be applied to the new grant.**

How to Make a CARES Act Part 1 Funding Request (Amendments to Existing Grants)

1. Log into BlackCat Grant Management System (<https://tndot.blackcatgrants.com/>)
 - a. Provide your username and password and click "Login"

BlackCat
GRANT MANAGEMENT SYSTEM

Username:
Forgot your username?

Password:
Forgot your password?

Remember my Username

Login

Powered by Panther Accessibility Info

2. Navigate to the project you are requesting Part 1 funding for from the "Projects" tab

BlackCat
GRANT MANAGEMENT SYSTEM

Adam Guy - My Account | Logout | Help
System Version 4.1.0.0

Dashboard ACIP **Projects** Organizations Resources Reports Agendas Grants

Dashboard > Projects

Project Listing **4**

Filter Options

Filter By Type Associated City Status

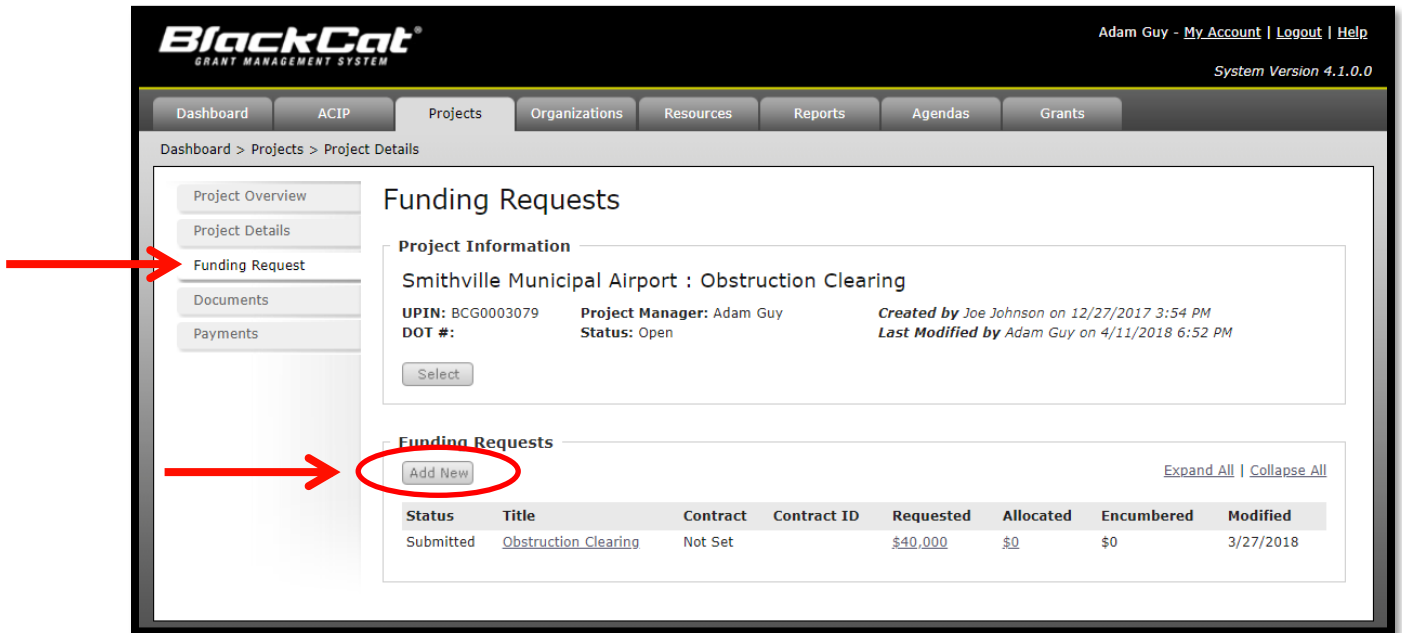
Associated City: Smithville Status: Open Filter Reset

Project Listing

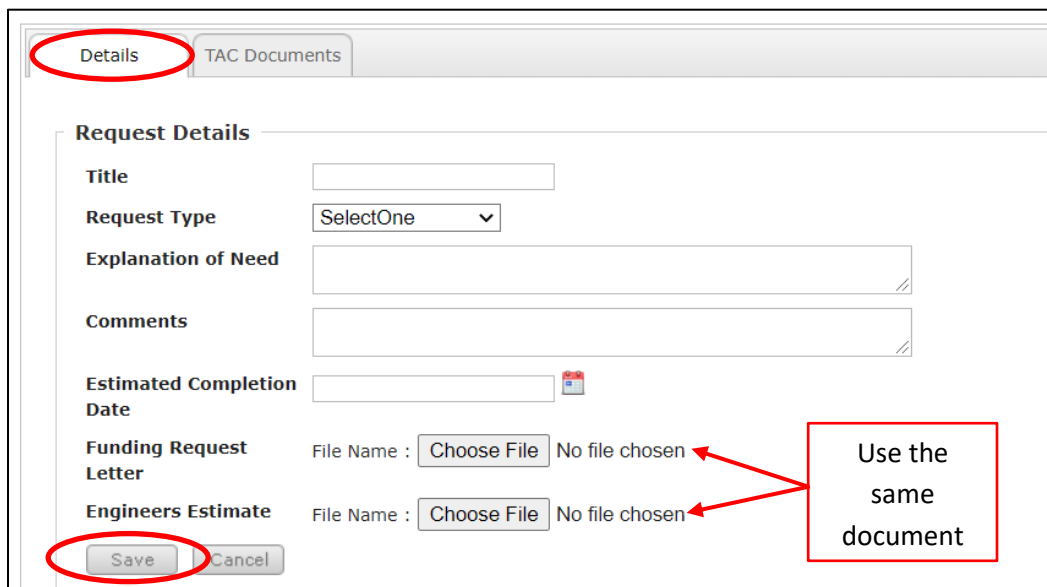
Add New PM Assignments

UPIN	TAD#	Project Name	Airport	City	Request Year(s)	Allocated Year(s)	Request Amount	Allocated Amount	Status	Locked	Fav
BCG0000198	21555072504	Grounds Maintenance Equipment	0A3	Smithville	2013	2013			Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BCG0000199	21555012604	New Fuel Farm	0A3	Smithville	2013-2015	2013-2015			Open	<input type="checkbox"/>	<input type="checkbox"/>
BCG0001656	21555073004	Airport Lighting Rehab. Phase 2	0A3	Smithville	2014-2015	2014-2015			Open	<input type="checkbox"/>	<input type="checkbox"/>
BCG0001660	21555072904	Clearing Obstructions	0A3	Smithville	2014-2018	2014			Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BCG0001319	21555013317	ROFA Land Acquisitions	0A3	Smithville	2017	2015-2017			Open	<input type="checkbox"/>	<input type="checkbox"/>
BCG0002792	21555043418	FY18 Airport Maintenance	0A3	Smithville	2018	2018			Open	<input type="checkbox"/>	<input type="checkbox"/>
BCG0003079		Obstruction Clearing	0A3	Smithville	2018				Open	<input type="checkbox"/>	<input type="checkbox"/>
BCG0003085		Drainage Improvements	0A3	Smithville	2018				Open	<input type="checkbox"/>	<input type="checkbox"/>

- Once on the project page, click “Funding Requests” and then click “Add New” to start submitting an amendment request.



- Copy the request information below under the “Details” tab. Click “Save”



Title: “Amendment – CARES Act Part 1”

Request Type: Select “Amendment”

Explanation of Need: “Requesting CARES Act Part 1 funding be applied to this grant.”

Comments: LEAVE BLANK

Estimate Completion Date: Based on project schedule

Funding Request Letter: Upload a letter signed by the sponsor (on the sponsor’s letterhead) specifically asking for CARES Act Part 1 funds to be applied to the project.

Engineers Estimate: To allow the system to work, upload the same document as above.

5. Once you click "Save" the "Funding" tab will appear. Click "Add New"

The top screenshot shows a navigation bar with tabs: Details, Funding (circled in red), Comments, and TAC Documents. Below the tabs is a section titled "Requests" with an "Add New" button circled in red.

The bottom screenshot shows the same navigation bar. The "Funding" tab is selected and circled in red. Below it is the "Funding Details" form with the following fields:

- Fiscal Year: Select One v
- Type Of Funding: Select One v
- Federal: [text input] 0%
- State: [text input] 0%
- Local: [text input] 0%
- Other: [text input] 0%
- Matching Funds Available: Select One v
- Request to use NPE Funds? Yes No

At the bottom of the form, the "Save" button is circled in red, along with a "Cancel" button.

Fiscal Year: "2020"

Type of Funding: "Planning" for airport planning projects. "Capital" for everything else.

Federal, State, Local, and Other: Input "1" for only this field

State, Local, and Other: Input "0" for all these fields (NUMBER MUST BE IN ALL FIELDS)

Matching Funds Available: Select "Yes"

Request to use NPE Funds?: Select "No"

6. Once you fill in the above information and click "Save", click "Submit"

The screenshot shows a "Request Summary" section with the following information:

- Title: Site Preparation
- Fiscal Year:
- Status: Not Submitted
- Requested: \$100,000
- Allocated: \$0
- Encumbered: \$0
- Program:

Below the summary are three buttons: History, Print, and Submit (circled in red). At the bottom, there is a link: << Return to Funding Requests.

At the bottom of the page, there is a navigation bar with tabs: Details, Funding, and Comments.

Once you click "Submit", an email will be sent to your Aeronautics Project Manager. You have successfully submitted your CARES Act funding request!

CARES Act Part 4 Request Guide

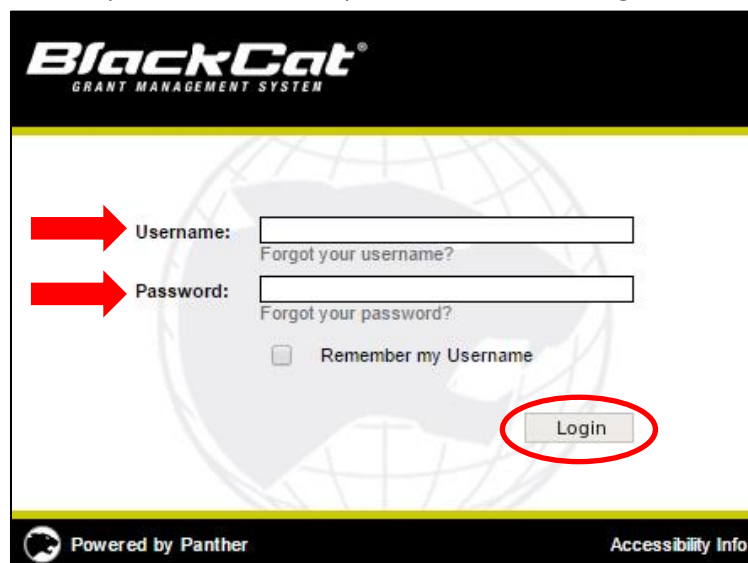
Tennessee will receive \$2,562,000 in CARES Act Part 4 funding for GA Airports in a separate Block Grant award from the FAA. Airport award amounts are determined by formula based on the categories published in the most current National Plan of Integrated Airport Systems NPIAS [Report](#).

CARES Act Part 4 funds can be used for any purpose for which airport revenues may lawfully be used. CARES grant recipients should follow the [FAA's Policy and Procedures Concerning the Use of Airport Revenues \("Revenue Use Policy"\)](#). In addition to the detailed guidance in the Revenue Use Policy, the CARES Act makes clear that the funds may not be used for any purpose not related to the airport.

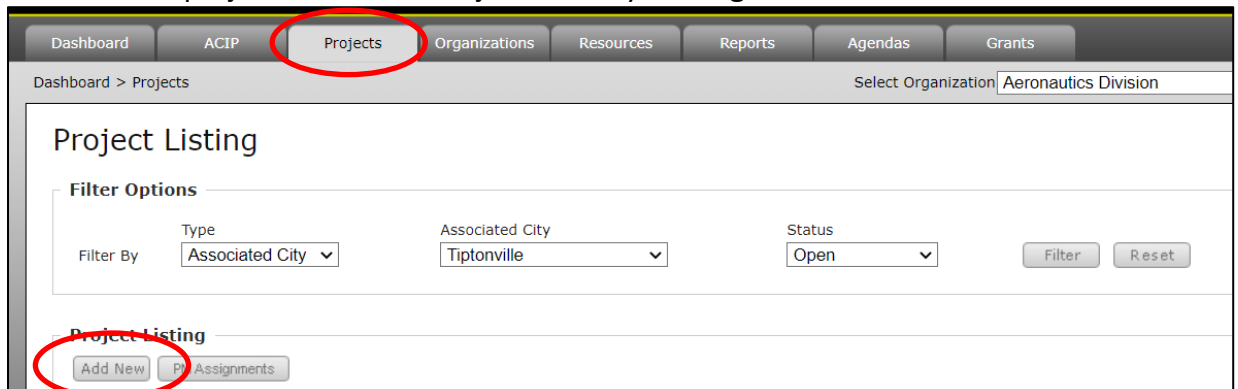
TDOT is currently authorized to issue CARES Act Part 4 funding for operation and maintenance of the airport. Airports wishing to use Part 4 funding for airport development will be required to submit a Development Addendum at a later date. Please see the [FAA CARES Act website](#) for more information.

How to Make a CARES Act Part 4 Funding Request (Operational Expenses)

1. Log into BlackCat Grant Management System (<https://tndot.blackcatgrants.com/>)
 - a. Provide your username and password and click "Login"



2. Create a new project under the "Projects" tab by clicking "Add New"



A pop-up window will appear, fill in the below information:

New Project

Is this project in the ACIP? Yes No

To continue, please provide justification as to why the project is not in the ACIP:

Next

Is this project in the ACIP?: Select “No”
Provide justification: “COVID-19 pandemic”

Project Details - Add New

Project Information

Title

Description

Estimated Cost

Airport Priority

FAA Project Type

FAA Project Category

FAA Project Subcategory Required

FAA Work Codes

FAA National Priority

State Project Category

State Project Subcategory

State Priority

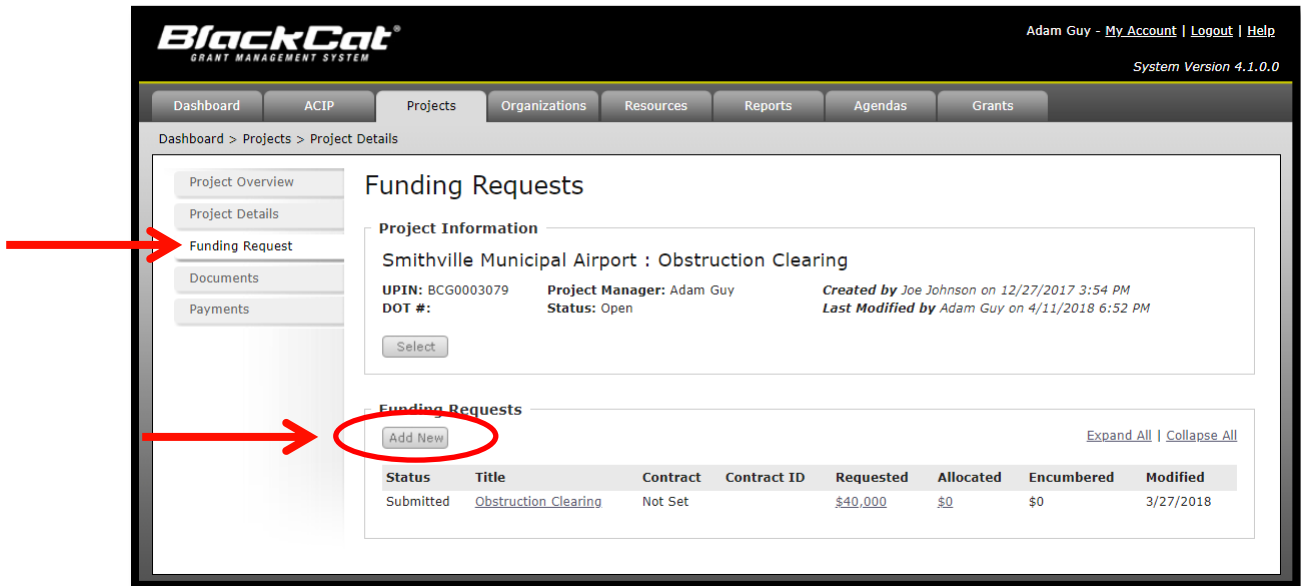
Comments

Sketches

File Name : No file chosen

Title: “CARES Act Part 4 – Operational Expenses”
FAA Project Type: “Construction”
FAA Project Category: “OTHER”
FAA Project Subcategory: “Improve Airport Miscellaneous Improvements”
LEAVE ALL OTHER FIELDS BLANK OR KEEP WHAT IS AUTO-GENERATED
Click “Save”

- Once on the project page, click “Funding Requests” and then click “Add New” to start submitting an amendment request.



The 'Request Details' form contains the following fields:

- Title:** [Text Input Field]
- Request Type:** [Dropdown Menu: SelectOne]
- Explanation of Need:** [Text Area]
- Comments:** [Text Area]
- Estimated Completion Date:** [Date Picker]
- Funding Request Letter:** File Name: [Choose File] No file chosen
- Engineers Estimate:** File Name: [Choose File] No file chosen

Buttons: [Save] [Cancel]

Title: “CARES Act Part 4 – Operating Expenses”

Request Type: Select “Original Contract”

Explanation of Need: “Requesting CARES Act Part 4 funding to help cover operating expenses during the COVID-19 pandemic.”

Comments: LEAVE BLANK

Estimate Completion Date: Select this date based on the submitted drawdown schedule.

Funding Request Letter: Upload a letter signed by the sponsor (on the sponsor’s letterhead) asking for Part 4 funds and stating the intended use of the funds.

[CARES Act Part 4 \(Operating Expenses\) Cover Letter Template](#)

Engineers Estimate: Upload a document showing a proposed fund drawdown schedule.

Click “Save”

4. Once you click "Save" the "Funding" tab will appear. Click "Add New"

The screenshot shows a navigation bar with four tabs: 'Details', 'Funding', 'Comments', and 'TAC Documents'. The 'Funding' tab is highlighted with a red circle. Below the tabs is a section titled 'Requests' with a button labeled 'Add New' circled in red.

The screenshot shows the 'Funding Details' form. The 'Funding' tab is highlighted with a red circle. The form contains the following fields:

- Fiscal Year: Select One (dropdown)
- Type Of Funding: Select One (dropdown)
- Federal: [text box] 0%
- State: [text box] 0%
- Local: [text box] 0%
- Other: [text box] 0%
- Matching Funds Available: Select One (dropdown)
- Request to use NPE Funds?: Yes (radio), No (radio)

The 'Save' button is circled in red. A red bracket on the right side of the form groups the percentage fields, pointing to a text box.

Input dollar amounts into the text boxes, the percentages will auto populate

Fiscal Year: "2020"

Type of Funding: "Capital"

Federal: See [this PDF](#) for allocated amounts per airport. Input that value here if requesting full amount for operating expenses.

State, Local, Other: Input "0" for EACH.

Matching Funds Available: Select "Yes"

Request to use NPE Funds?: Select "No"

Click "Save"

5. Once you fill in the above information and click "Save", click "Submit"

The screenshot shows the 'Request Summary' page. The 'Funding' tab is highlighted. The summary includes:

- Title: Site Preparation
- Fiscal Year: [blank]
- Status: Not Submitted
- Requested: \$100,000
- Allocated: \$0
- Encumbered: \$0
- Program: [blank]

Buttons for 'History', 'Print', and 'Submit' are visible. The 'Submit' button is circled in red. A link '<< Return to Funding Requests' is at the bottom left. The navigation bar at the bottom shows 'Details', 'Funding', and 'Comments' tabs.

Once you click "Submit", an email will be sent to your Aeronautics Project Manager. You have successfully submitted your CARES Act funding request!