

Purpose and Scope

To give guidance to the Airport Sponsor for the ***Application to Designate Future NPE (Delayed Reimbursement)*** and to convey the TDOT Aeronautics Division review process associated with the submitted application.

Applicable Regulations, Policy, and Guidance

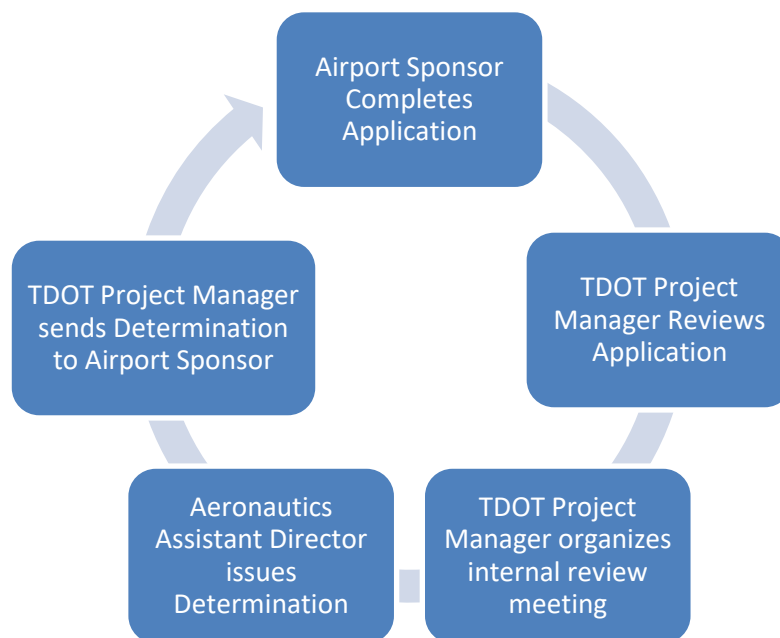
Additional information about Airport Improvement Program Non-Primary Entitlement (NPE) funding is further described in the current version of the resources below.

- A. [Allowable Project Costs, 49 USC § 47110\(b\)\(2\)\(C\)](#)
- B. [Use of Apportioned Amounts, 49 USC § 47117](#)
- C. [FAA Order 5100.38D, Airport Improvement Program Handbook](#)
- D. [TN Airport Management Guide](#)

Documents Required for Review Process:

- 1) Sponsor Signed ***Application to Designate Future NPE (Delayed Reimbursement)***
- 2) Airport Layout Plan (ALP)
 - a. Airport Layout Drawing (ALD) or Terminal Area Plan may suffice
- 3) [ACIP listing in Aviation Data Management System](#)

Reviewer Submittal and Review Procedure



The TDOT Project Manager will ensure the application is completed correctly, compile the information listed above, and conduct a review. After review, the TDOT Project Manager will organize a review meeting with applicable staff and management within the TDOT Aeronautics Division. Once the review is completed, the application will be determined to

be **Approved, Conditionally Approved, or Not Approved** by the TDOT Aeronautics Division Assistant Director. The determination will be e-mailed to the Airport Sponsor via the TDOT Project Manager. Please allow for 21 calendar days to receive a response.

Evaluation and Guidance for *Application to Designate Future NPE (Delayed Reimbursement)*

---This section refers to each page of the application---

Page 1 of 3

The Airport Sponsor will review each section of this page thoroughly. The information on this page is intended to guide the Airport Sponsor in terms of purpose, qualifications & requirements, and how the future NPE designation and reimbursement program will operate. Key takeaways to consider:

- Designating future NPE requires a Participation Contract
- Higher priority needs within the next 3 federal fiscal years (including current) must be addressed by local and/or other funding sources
- The Airport Sponsor must understand the future NPE reimbursement will be delayed until such funds accrue and will required annual amendments as NPE becomes available
- The Airport Sponsor must understand that local and/or other funding sources must be used to pay expenses prior to receiving future NPE amounts
- TDOT Aeronautics Division makes no assurances regarding the availability of future FAA funds

Page 2 of 3

This page is where the application begins. The Airport Sponsor should fill in information thoroughly and completely. Please ensure the schedule and project cost is as accurate as possible. The Project Funding Table at the bottom of the page is an embedded Microsoft Excel table to assist the Airport Sponsor with the funding breakout.

The steps in filling out the table are as follows:

Step 1: Double click the table, and it will open it in Microsoft Excel.

Step 2: Type in available NPE planned for this project. The State and Local cells will automatically calculate, please do not edit these values.

Step 3: Type in the amount of future NPE to be designated in the "Other (to be offset by future NPE)" cell.

Step 4: Notice the Total cell is automatically calculated. Please exit the Microsoft Excel and return to the application.

If the Airport Sponsor has questions, the TDOT project manager is available to assist.

Describe how the project will be funded prior to receiving future NPE. Please right click the table, click "Worksheet Object", click "Open" and type it in Microsoft Excel after disabling the circular reference once in Microsoft Excel. Once complete, you can simply exit Microsoft Excel and your changes will be made in this document.

Project Funding →

Source	Amount
Available NPE	\$ 600,000.00
Starting NPE on Grant	\$ 599,940.00
State	\$ 33,330.00
Local	\$ 33,330.00
Other (to be offset by future NPE)	\$ 333,400.00
Total*	\$ 1,000,000.00

Enter entire NPE balance. Consult with TDOT Aeronautics for exact amount

To prevent potential accounting issues, a formula is used to calculate actual NPE, State & Local match on initial grant. These cells auto populate.

This is the amount of funding the Airport Sponsor is required to obtain by local or other means used to award contracts and pay expenses prior to receiving the future NPE amounts. The amount can be calculated by Total Project cost (including Engineering/ Architectural/Misc. Fees) minus the sum of "Starting NPE on Grant", "State", and "Local"

The Budget Information table is a cutout from [FAA Form 5100-100, Application for Federal Assistance \(Development and Equipment Projects\)](#). See Part III on page 4 of [FAA Form 5100-100](#) for assistance on filling out the Budget Information for the proposed request. Please ensure application is signed by the applicable Airport Sponsor signatory.

9. Relocation payments to Individuals and Businesses	
10. Demolition and removal	
11. Construction and project improvement	
12. Equipment	
13. Miscellaneous	
Total Project (Lines 1 through 13)	
Desired Future NPE Designation	

Future NPE Designation is limited to current FFY plus 2 FFYs. The Federal FY is October 1st - September 30th.

Detailed Project Funding Sources

Upon completion and submittal of the **Application to Designate Future NPE (Delayed Reimbursement)** to the TDOT Project Manager, TDOT will complete a *Detailed Project Funding Sources* Table. This is designed to assist the Airport Sponsor by establishing the future NPE amendment values along with the state and local values. **Please note that this page is to be filled out by the TDOT Aeronautics Division and not the Airport Sponsor.**

In the example below, the Airport has 4 years of NPE (\$600,000) available for use. Given this value, the State & Local matches are shown equating to a total initial grant. Subsequently, the *annual amendments** required based on the submitted application are shown. State and Local matches vary based on the available NPE amount and NPE amount being amended. This is also where the Airport Sponsor will see the official determination of their application. This information will be attached to your application when it is sent back to the Airport Sponsor.

**Future NPE is not guaranteed and is delayed until the NPE is made available.*

Detailed Project Funding Sources

	Starting NPE	Future NPE	State Match/Portion	Local Match	Additional Local ¹	NPE Balance	Total Funding
				(not paid to TDOT)			
Initial Grant	\$599,940.00		\$33,330.00	\$33,330.00	\$333,400.00	\$600,000.00	\$1,000,000.00
Amendment #1 (FFY: _____)		\$149,940.00	\$8,330.00	\$8,330.00	\$166,800.00		
Amendment #2 (FFY: _____)		\$149,940.00	\$8,330.00	\$8,330.00	\$200.00		
Amendment #3 (FFY: _____)		\$180.00	\$10.00	\$10.00	\$0.00		
Total	\$599,940.00	\$300,060.00	\$50,000.00	\$50,000.00			

¹ *Additional Local* is the local/other funding beyond the 5% required match, necessary to complete the project. *Additional Local* investment is offset by Future NPE as it accrues.

After Determination is Made

Once the Airport Sponsor has received an official determination from the TDOT Aeronautics Division, the Airport Sponsor can begin to work with the assigned TDOT project manager on the next steps to apply for funding, correct the application, or understand why the application was not approved.