

Airport Sponsor:

In fiscal year 2019 FAA released Change 1 to FAA Order 5100.38D, Airport Improvement Program (AIP) Handbook. One key change was the reporting requirements for open grants. In the past, Airport Sponsors were required to submit a quarterly report for each project throughout the grant's life-cycle. The reporting requirements were significantly modified in Change 1 of the Order and now requires annual reporting for non-construction grants and quarterly reporting for construction grants.

Performance Reports which are due within 30 days of the end of a reporting period as follows:

- Non-construction - Design only, Land acquisition, Planning, Equipment (SRE, ARFF, etc.) acquisition projects:
 - Annually at end of the Federal fiscal year. Due by October 31
 - Utilize FAA form 5100-140

- Construction project:
 - Quarterly until all construction is complete and final acceptance of the project.
 - Due January 31(Qtr. 1 Oct, Nov, Dec), April 30 (Qtr. 2 Jan, Feb, Mar), July 31(Qtr. 3 Apr, May, Jun), October 31(Qtr. 4 Jul, Aug, Sep)
 - Utilize FAA form 5370-1, Construction Progress and Inspection Report

We felt it was important to inform you of this new requirement, provide you instructions and samples of these documents as we implement these new requirements in fiscal year 2020. We encourage you to review the information included as before you prepare your performance reports. We are confident that you will see this process has streamline and standardize the documentation needed.

- ***Form 5100-140***
- ***Form 5370-1***
- ***Examples***
- ***Performance Reporting FAQ***