



Beaufort County Airports Board Meeting

Chairman

TREY AMBROSE

Vice Chairman

HOWARD ACKERMAN

Committee Members

ANNE ESPOSITO

LESLIE ADLAM FLORY

JAMES BUCKLEY

CHRIS BUTLER

MARK BAILEY

BRIAN TURRISI

IAN SCOTT

THOMAS SHEAHAN

NICHOLAS MESENBURG

Airports Director

JON REMBOLD

County Administrator

ERIC GREENWAY

Administrative Assistant

Administration Building

Beaufort County Government
Hilton Head Island Airport
120 Beach City Road
Hilton Head Is, SC 29926

Contact

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Beaufort County Airports Board Agenda

Thursday, February 24, 2022 at 1:30 PM

Zoom Meeting [This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05]

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FOIA - PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT
4. APPROVAL OF AGENDA
5. APPROVAL OF [MINUTES](#) – JANUARY 20, 2021
6. PUBLIC COMMENT (*Limited to Three Minutes Each Person*)
7. DIRECTOR'S REPORT
8. UNFINISHED BUSINESS
9. NEW BUSINESS

[MEETING LINK:](#)

Meeting number (access code): 161 959 0173

Passcode: AIRPORT

ACTION ITEMS

10. HHILTON HEAD ISLAND AIRPORT (HXD) - WORK AUTHORIZATION [2119-1803, AMENDMENT 2 \(VOTE\)](#)
11. HILTON HEAD ISLAND AIRPORT (HXD) - [SCASDP GRANT \(VOTE\)](#)

COMMITTEE REPORTS

12. CHAIRMAN UPDATE

CITIZEN COMMENTS

13. CITIZEN COMMENT (*Every member of the public who is recognized to speak shall limit comments to three minutes*)
14. ADJOURNMENT

FUTURE MEETING

15. THE NEXT MEETING WILL BE HELD ON THURSDAY, MARCH 17, 2022, 1:30 PM. FOR MORE INFO, PLEASE [CLICK HERE](#).

MINUTES

Beaufort County Airports Board

January 20, 2022 | 1:30 pm | Meeting called to order by Vice Chairman Howard Ackerman

In Attendance

Howard Ackerman, James Buckley, Leslie Adlam Flory, Brian Turrisi, Anne Esposito, Nicholas Mesenburg, Thomas Sheahan, Ian Scott, Chris Butler and Mark Bailey.

Absent: Trey Ambrose.

County Staff: Stephen Parry, Assistant Airports Director; Paul Dolin, Beaufort Executive Airport Supervisor; Nathalie Numssen, Airports Administrative Assistant.

Stewart Rodman - Chairman Beaufort County Council.

Public: David Ames - Town Council liaison to Airports Board; Judy Elder – Talbert, Bright and Ellington, Inc.

Approval of Agenda

Motion: It was moved by Mr. Butler and seconded by Mr. Turrisi that the agenda be adopted. The vote was FOR – Howard Ackerman, Leslie Adlam Flory, James Buckley, Brian Turrisi, Nicholas Mesenburg, Chris Butler, Thomas Sheahan, Ian Scott, Anne Esposito, and Mark Bailey. The agenda was approved as distributed.

AGAINST – None. ABSENT – Trey Ambrose.

Approval of Minutes

Motion: It was moved by Mr. Mesenburg and seconded by Mr. Sheahan that the November 18, 2021, meeting minutes be approved. The vote was FOR – Howard Ackerman, Brian Turrisi, James Buckley, Leslie Adlam Flory, Ian Scott, Thomas Sheahan, Nicholas Mesenburg, Chris Butler, Anne Esposito, and Mark Bailey. The minutes were approved as distributed.

AGAINST – None. ABSENT – Trey Ambrose.

Public Comments

There were no public comments offered.

Director's Report - Beaufort County Airport Project Update

❖ TERMINAL RENOVATION:

- Mr. Parry briefed the board on the progress of the terminal renovation at Beaufort Executive Airport. Ribbon cutting ceremony to be announced at a future date.

- ❖ BEAUFORT EXECUTIVE AIRPORT TO HOST SOUTH CAROLINA BREAKFAST CLUB SUNDAY, FEBRUARY 6:
 - The Beaufort Executive Airport will host the South Carolina Breakfast Club Fly-in Sunday, February 6, 2022. The event begins at 9:00 am with breakfast for visiting pilots and guests provided by Lowcountry Produce. More details to follow.
- ❖ 2021 YEAR IN REVIEW:
 - The fuel sales at the airport have continued to grow for the last three years (2019, 2020 & 2021).

Charts were previously submitted for AvGas, Jet A sales and aircraft operations.

Director's Report – Hilton Head Island Airport Project Update

- ❖ PARKING APRON EXPANSION:
 - Mr. Parry briefed the board on the progress of the Hilton Head Island Airport parking apron expansion. Final grading has been taking place and an asphalt test will be completed shortly in anticipation of paving this area. More information to follow.
- ❖ 2021 YEAR IN REVIEW:
 - Hilton Head Island Airport experienced continued growth in fuel during 2021 from 2019 and 2020.
- ❖ AIRLINES UPDATES:
 - UNITED is operating year-round
 - DELTA (UNIFI) is taking a short seasonal break until March 7th

Charts were previously submitted for AvGas, Jet A sales, Total Aircraft Operations and Enplanements /Deplanements.

Unfinished Business

N/A

New Business

1. MOTION TO APPROVE THE HILTON HEAD ISLAND AIRPORT (HXD) APPLICATION FOR AMERICAN RESCUE ACT (ARPA) GRANT FUNDS

A Motion was made by Mr. Thomas Sheahan to approve the *American Rescue Plan Act (ARPA) Grant funds* to move to the Public Facilities Committee meeting on February 22, 2022. A second to the motion was made by Mr. James Buckley.

The vote was FOR – Howard Ackerman, Brian Turrisi, Nicholas Mesenburg, Anne Esposito, Thomas Sheahan, Ian Scott, Chris Butler, Leslie Adlam, Mark Bailey, and James Buckley.

AGAINST – None. ABSENT: Trey Ambrose.

The motion for approval passes.

2. MOTION TO APPROVE THE BEAUFORT EXECUTIVE AIRPORT (ARW) APPLICATION FOR AMERICAN RESCUE ACT (ARPA) GRANT FUNDS

A Motion was made by Mr. Brian Turrisi to approve the *American Rescue Plan Act (ARPA) Grant funds* to move to the Public Facilities Committee meeting on February 22, 2022. A second to the motion was made by Ms. Leslie Adlam Flory.

The vote was FOR – Howard Ackerman, Brian Turissi, Nicholas Mesenburg, Anne Esposito, Thomas Sheahan, Ian Scott, Chris Butler, Leslie Adlam, Mark Bailey, and James Buckley.

AGAINST – None. ABSENT: Trey Ambrose.

The motion for approval passes.

Chairman Update

1. Finance

Members: Howard Ackerman (Chair), Anne Esposito, Chris Butler and Brian Turissi.

Project update:

- ◆ The Finance Committee attended a budget meeting in January with Mr. Rembold, Mr. Parry, Mr. Butler and Mr. Ackerman. Mr. Rembold submitted a line-item budget report for the members' review.
- ◆ Additional meeting(s) will be scheduled in the near future.
- ◆ The Finance committee will keep the board informed of any developments.

2. Communications and Marketing

Members: Jim Buckley (Chair), Brian Turissi and Leslie Adlam Flory.

- ◆ The Communications and Marketing Committee has nothing new to report this month. They will keep the board informed of any new developments

3. Passenger Service Committee

Members: Anne Esposito (Chair), Leslie Adlam Flory

- ◆ Ms. Leslie Adlam Flory inquired about the status of the Hilton Head Island Airport (HXD) Ambassador program and requested a meeting with Mr. Parry at a later day.

4. ARW Facilities Use and Improvement

Members: Chris Butler (Chair), Mark Bailey and Trey Ambrose

- ◆ The ARW Facilities Use and Improvement Committee Chair has nothing new to report this month. They will keep the board informed of any new developments.

5. The Hilton Head Island Airport General Aviation Improvement Committee.

Members: Howard Ackerman and Brian Turissi.

This Committee will focus on improvements on the General Aviation side of HXD only

- ◆ Project Update: The Hilton Head Island General Aviation Improvement committee will keep you informed of any developments.

Public Comments

There were no public comments offered.

Next Meeting

March 17, 2022 | 1:30 pm | Hybrid Meeting | Town of Hilton Head, One Town Center Court, Hilton Head Island, SC. For more information, please click here:

<https://www.beaufortcountysc.gov/events/2022/03/Airport%20Board%202022-03-17.html>

Contact us –Social Media

Please like and share our [Facebook page](#) & [Instagram page](#).

Check out our [Website](#) page as well.

Motion to adjourn was made at 2:01 pm and was passed unanimously.

**HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 18-03
February 9, 2022
PROJECT NO.: TBI NO. 2119-1803**

AMENDMENT 2

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

Original Description of Work Authorized: This work authorization is to prepare an airline agreement between American Airlines and Beaufort County, as well as a commercial use permit for other airlines that may choose to provide service to HXD.

This scope of services does not include other work such as airline negotiations, rates and charges, passenger facility charges (PFC), or concession facility charges (CFC), these will be performed on an authorized basis in a separate work authorization.

Amendment 1 Description of Work Authorized: This work authorization is to continue to assist the Airport's Director in the drafting, modifying and negotiating a new agreement between Beaufort County and the airlines, which serve HXD. These "on-call" professional services may include telecommunications, internal working and airline negotiation meetings, document preparation and update, financial analysis of the Airport's financial operations, the development of cost allocations to appropriate airport cost centers, the compilation of historical and currently projected airline landed weight and enplanement activity (by airline) and the development of a compensatory airline rate setting model to support the periodic update and revision of compensatory airline rates (landing fees, terminal rental, security fees and other necessary fees) as the need arises from year to year. These professional services may also include the participation in planning of Airport expansion/renovation improvements to the extent that financial planning and cost recovery disciplines come into play.

Amendment 2 Description of Work Authorized: Prior to the preparation of Amendment 2, the TBE Team has been assisting the County and HXD with the initial phases of contract development and negotiation strategies with the airlines, which serve HXD in accordance with Amendment 1 of this work authorization. Strategic initiatives have included airline rate increases, which became effective July 1, 2019, and the initial development of a cost recovery airline rates and charges analysis to identify the extent to which the County is recovering its current costs of providing airline services and facilities at HXD. The TBE Team has also assisted in

the preliminary financial planning for the passenger terminal expansion and renovation project.

The scope of services for Amendment 2 consists of three separate tasks:

Task 1 – Terminal Expansion Financial Planning: The TBE Team TBE Team will assist the County in the continuation of the financial planning for the Terminal Expansion and defining of a preferred plan of finance for the project. This assistance will include the strategic financial planning to maximize the use of all available, non-debt funding sources to minimize the amount of debt proceeds necessary to complete the Terminal Expansion. The TBE Team will coordinate its efforts with County and HXD representatives, as well as the County’s bond counsel and financial advisor, as may be requested.

Task 2 – Passenger Facility Charge (PFC) Application Development: The TBE Team will coordinate, prepare, negotiate, and submit a new PFC Application to the FAA for approval of the PFC eligible costs of the Terminal Expansion, which will provide an essential source of funds to pay, in part, the debt service on the Terminal Expansion. This effort will require consultation with the airlines serving HXD and the preparation of consultation information packages as required by federal regulation. The TBE Team will coordinate its efforts with County, HXD, FAA, and Airline representatives.

Task 3 – Airline Rates and Charges Analysis: The TBE Team will complete the development of the airline rates and charges analysis to enable the County to evaluate the extent to which it is recovering its costs of providing airline services and facilities at HXD. The cost impacts of the Terminal Expansion will be included in this analysis. In this effort, The TBE Team will present the findings of the analysis with the airlines serving HXD and negotiate the implementation of any airline rate adjustments the County may deem appropriate. The TBE Team will coordinate its efforts with County, HXD, FAA, and Airline representatives.

Estimated Time Schedule: Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

Cost of Services: The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with Article 1 as a lump sum of **\$116,472.00**. Special services shall be performed on a not to exceed basis with a budget of **\$175,383.05**, which includes reimbursable expenses. For a total of **\$291,855.05**.

Original Contract (June 28, 2018)	\$14,068.00
Amendment 1	\$60,000.00
Amendment 2	\$291,855.05
TOTAL	\$365,923.05

Agreed as to Scope of Services, Time Schedule and Budget:

APPROVED:
BEAUFORT COUNTY

APPROVED:
TALBERT, BRIGHT and
ELLINGTON, INC.

Title

Vice President
Title:

Date:

Date:

Witness:

Witness:

Talbert, Bright & Ellington, Inc.

Work Authorization 2119-1803

Amendment 2

MANHOUR ESTIMATE

AIRPORT FINANCIAL CONSULTING SERVICES

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
AIP PROJECT NO:
SCAC PROJECT NO:
CLIENT PROJECT NO:
TBE PROJECT NO: 2119-1802 - Amendment 2

February 9, 2022

DESCRIPTION	PRIN \$ 260	PM \$ 205	SP \$ 151	E5 \$ 172	E3 \$ 120	E2 \$ 105	E1 \$ 86	T5 \$ 127	T3 \$ 87	AD4 \$ 72	AD3 \$ 66
<i>PRELIMINARY PROJECT SCOPING</i>											
Develop Project Scope/Contract	4	4	0	0	0	0	0	0	0	0	0
Subconsultant Negotiation and Management	4	4	0	0	0	0	0	0	0	0	0
<i>TASK 1 - PROJECT MANAGEMENT</i>											
Project Management	32	40	0	0	0	0	0	0	0	16	0
<i>TASK 2 - TERMINAL EXPANSION PROJECT - FINANCIAL PLANNING</i>											
Meeting with Beaufort County (4)	32	32	0	0	0	0	0	0	0	0	0
Data Analysis	0	12	12	0	0	0	0	0	0	0	0
Airline Meeting (2)	16	16	0	0	0	0	0	0	0	0	0
<i>TASK 3 - PASSENGER FACILITY CHARGE APPLICATION DEVELOPMENT</i>											
Information Gathering and PFC/CIP Review	0	8	0	0	0	0	4	0	0	0	0
Review Status of Existing PFC Program and CIP Projects	0	8	0	0	0	0	0	0	0	0	0
Meeting with Airport	8	8	0	0	0	0	0	0	0	0	0
PFC Program Development – New PFC Application											
Review and Analyze CIP Funding Plan	0	8	0	0	0	0	0	0	0	0	0
Develop PFC Financial Plan (Attachment A)	0	16	0	0	0	0	0	0	0	0	2
Air Carrier Consultation and Public Notification Process											
Draft and Distribute Air Carrier Notification Letter	2	2	0	0	0	0	0	0	0	0	1
Draft and Coordinate Public Notice for Public Comment	2	2	0	0	0	0	0	0	0	0	1
Air Carrier Consultation Meeting	8	8	0	0	0	0	0	0	0	0	0
Airline Comment and Response Development	4	4	0	0	0	0	0	0	0	0	0
PFC Application Development and Submittal											
Coordinate with FAA and Other Government Agencies	0	8	0	0	0	0	0	0	0	0	0
Prepare and Submit Application	2	8	0	0	0	0	0	0	0	0	2
Draft and Distribute FAA Approval and Collection Letter to Air Carriers	2	2	0	0	0	0	0	0	0	0	2
Additional Meetings (2)	16	16	0	0	0	0	0	0	0	0	0
<i>TASK 4 - AIRLINE RATE SETTING MODEL DEVELOPMENT</i>											
Meeting with Beaufort County (4)	32	32	0	0	0	0	4	0	0	0	0
Data Analysis	0	12	12	0	0	0	16	0	0	0	0
Airline Meeting (2)	16	16	0	0	0	0	4	0	0	0	0
MANHOUR TOTAL	180	266	24	0	0	0	28	0	0	16	8

DIRECT LABOR EXPENSES:

CLASSIFICATION		BILL RATE	EST. MHRs	EST. COST
Principal	PRIN	\$ 260	180	\$ 46,800
Project Manager	PM	\$ 205	266	\$ 54,530
Senior Planner	SP	\$ 151	24	\$ 3,624
Engineer V	E5	\$ 172	-	\$ -
Engineer III	E3	\$ 120	-	\$ -
Engineer II	E2	\$ 105	-	\$ -
Engineer I	E1	\$ 86	28	\$ 2,408
Technician V	T5	\$ 127	-	\$ -
Technician III	T3	\$ 87	-	\$ -
Admin. Assistant IV	AD4	\$ 72	16	\$ 1,152
Admin. Assistant III	AD3	\$ 66	8	\$ 528
			Total	522
<i>SUBTOTAL</i>				<i>\$ 109,042.00</i>

MANHOOR ESTIMATE

AIRPORT FINANCIAL CONSULTING SERVICES

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
AIP PROJECT NO:
SCAC PROJECT NO:
CLIENT PROJECT NO:
TBE PROJECT NO: 2119-1802 - Amendment 2

February 9, 2022

DIRECT EXPENSES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Telephone	LS	\$ 250.00	1	\$ 250
Postage	LS	\$ 500.00	1	\$ 500
Miscellaneous expenses (prints, faxes, copies)	LS	\$ 500.00	1	\$ 500
Travel/Per Diem	LS	\$ 184.00	20	\$ 3,680
Presentation Materials	LS	\$ 2,500.00	1	\$ 2,500
<i>SUBTOTAL</i>				<i>\$ 7,430.00</i>

SCOPE OF SUCONTRACTED SERVICES:

EXPENSE DESCRIPTION	UNIT	UNIT RATE	EST. UNITS	EST. COST
Mulford Cost Management, LLC Newton & Associates	LS	\$ 24,725	1	\$ 24,725.00
Terminal Expansion Project - Financial Planning	LS	\$ 55,782	1	\$ 55,781.90
Passenger Facility Charge Application Development	LS	\$ 43,899	1	\$ 43,898.95
Airline Rate Setting Model Development	LS	\$ 50,977	1	\$ 50,977.20
<i>SUBTOTAL</i>				<i>\$ 175,383.05</i>
TOTAL COST:				\$ 291,855.05

Order 2022-1-8
Served: January 12, 2022



UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
WASHINGTON, D.C.

Issued by the U.S. Department of Transportation
on the 12th day of January, 2022

In the Matter of Grant Applications

**SMALL COMMUNITY AIR SERVICE
DEVELOPMENT PROGRAM**

under 49 U.S.C. § 41743

Docket DOT-OST-2022-0003

**ORDER SOLICITING
SMALL COMMUNITY GRANT APPLICATIONS**

By this Order, the U.S. Department of Transportation (the Department or DOT) invites applications from communities and/or consortia of communities interested in obtaining a Federal grant under the Small Community Air Service Development Program (“Small Community Program” or “SCASDP”) to address air service and airfare issues in their communities. As discussed below, the Department has up to \$17 million available for FY 2021 grant awards to carry out this program.

APPLICATION DEADLINE

To participate in this proceeding, interested communities, or consortia of communities, must submit applications of no more than 20 one-sided pages each (excluding the completed Application for Federal Domestic Assistance (SF424), Summary Information schedule, and any letters from the community or an air carrier showing support for the application). These applications, including all required information, must be submitted to www.grants.gov no later than 4:00 PM EDT on March 15, 2022.¹ Applicants are strongly encouraged to submit applications in advance of the deadline. Please be aware that applicants must complete the grants.gov registration process before submitting an application, and that this process usually

¹ Applicant communities are encouraged to include all support letters with their applications to ensure that the Department has a complete record upon which to act. To the extent practicable, each community should include all support letters in one .pdf file submitted with its application. Any support letter that a community submits after the deadline for applications has passed will be considered by the Department only to the extent practicable. Moreover, any support letter or comment received in connection with this proceeding will be posted in this Docket, along with any Department response to that submission.

takes two to four weeks to complete.² The Department will not accept late-filed applications except under limited circumstances related to technical difficulties. Additional information on applying through grants.gov is in Appendix A, including a notice regarding late-filed applications.

ORGANIZATION OF THIS ORDER SOLICITING APPLICATIONS

In accordance with the requirements of 2 CFR Part 200, this Order is organized into the following sections:

- A. Program Description
- B. Federal Award Information
- C. Eligibility Information
 - 1. Eligible Applicants
 - 2. Cost Sharing or Matching
- D. Application and Submission Information
 - 1. Address to Request Application Package
 - 2. Content and Form of Application Submission
 - 3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)
 - 4. Submission Dates and Times
 - 5. Funding Restrictions
 - 6. Other Submission Requirements
- E. Application Review Information
 - 1. Criteria
 - a. Priority Selection Criteria
 - b. Secondary Selection Criteria
 - c. Additional Guidance
 - 2. Review and Selection Process
- F. Federal Award Administration Information
 - 1. Federal Award Notices
 - 2. Administrative and National Policy Requirements
 - 3. Reporting
- G. Federal Awarding Agency Contact
- H. Other Information
 - 1. Air Service Development Zone Designation
 - 2. Submission of Confidential Commercial Information

Appendix A – Additional Information on Applying Through www.grants.gov

Appendix B – Summary Information

Appendix C – Application Checklist

Appendix D – Confidential Commercial Information

² If an applicant experiences difficulties at any point during the registration or application process, it should contact the grants.gov support center by email (support@grants.gov) or by telephone (1-800-518-4726, available 24/7 except Federal holidays). See www.grants.gov/web/grants/support.html.

A. PROGRAM DESCRIPTION

The Small Community Program was established by the Wendell H. Ford Aviation Investment and Reform Act for the 21st Century (Pub. L. No. 106-181), reauthorized by the Vision 100-Century of Aviation Reauthorization Act (Pub. L. No. 108-176), and subsequently reauthorized by the FAA Modernization and Reform Act of 2012 (Pub. L. No. 112-95) as amended, the Disaster Tax Relief and Airport and Airway Extension Act of 2017 (Pub. L. No. 115-63), and the FAA Reauthorization Act of 2018 (Pub. L. No. 115-254) (FAA 2018). The program is codified at 49 U.S.C. § 41743. The program is designed to provide financial assistance to small communities to help them enhance their air service. The Department provides this assistance in the form of grants that are disbursed on a reimbursable basis.

The Small Community Program is authorized to receive appropriations under 49 U.S.C. § 41743(e)(2). Appropriations are provided for this program for award selection in FY 2021 pursuant to the Consolidated Appropriations Act, 2020 (Pub. L. No. 116-94), and the Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260).

B. FEDERAL AWARD INFORMATION

No more than four communities or consortia of communities, or a combination thereof, from the same State may be selected to participate in the program in any fiscal year. No more than 40 communities or consortia of communities, or a combination thereof, may be selected to participate in the program in each year for which the funds are appropriated. Applications for renewal or supplementation of existing projects are not eligible to compete.

Pursuant to the authorities described above, the Department has up to \$17 million available for FY 2021 grant awards to carry out this program. There is no minimum or maximum individual award amount, and the amounts awarded will vary depending upon the features and merits of the selected applications. In past years, the Department's individual grant sizes have ranged from \$20,000 to nearly \$1.6 million. Funding amounts made available for reimbursement may be impacted by future limitations placed on the spending authority and appropriations enacted for the Department. The Department may, at its discretion, issue partial funding awards up to the level authorized and provided that the above conditions are met. Additional information on the budget process may be found in OMB A-11: <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Department determines application eligibility as part of the Eligibility Review stage. Applicants and applications deemed ineligible at this stage will be disqualified. The Department will apply the criteria under Section C.1 as part of the Eligibility Review stage.

Only public entities may apply for and serve as the legal sponsor of a grant under the Small Community Program. Private organizations cannot be the lead applicant. A community may file only one application for a grant, either individually or as part of a consortium.

Consortium Applications: Both individual communities and consortia of communities are eligible for SCASDP funds. An application from a consortium of communities must be one that seeks to facilitate the efforts of the communities working together toward one joint grant project, with one joint objective, including the establishment of one entity to ensure that the joint objective is accomplished.

Communities Without Existing Air Service: Communities that do not currently have commercial air service are eligible for SCASDP funds.

Eligible Projects: The Department is authorized to award grants under 49 U.S.C. § 41743(d) to communities that seek to provide assistance to:

- A U.S. air carrier³ to subsidize service to and from an underserved airport for a period not to exceed 3 years;
- An underserved airport to obtain service to and from the underserved airport; and/or
- An underserved airport to implement such other measures as the Secretary, in consultation with such airport, considers appropriate to improve air service both in terms of the cost of such service to consumers and the availability of such service, including improving air service through marketing and promotion of air service and enhanced utilization of airport facilities.

Eligibility Limitations:

Hub Size: In order to satisfy the hub size requirement set forth in 49 U.S.C. § 41743(c)(1)(A), the airport serving the community or consortium may not be larger than a small hub airport, as determined using the FAA’s most recently published classification effective on the Department’s set application deadline (due date).⁴

Same Project Limitation: Under 49 U.S.C. § 41743(c)(4)(B), a community or consortium may not receive a new grant to support the same project more than once in a

³ Only U.S. air carriers are eligible to receive assistance from communities under SCASDP. See 49 U.S.C. § 40102(a)(2). A particular U.S. carrier may hold authority to conduct operations as a certificated air carrier, a commuter air carrier, or an air taxi operator. Communities are encouraged to verify, at an early stage of any air carrier discussions, that the air carrier holds appropriate Department authority to conduct the proposed services. Communities may verify this authority by contacting the Department’s Air Carrier Fitness Division at (202) 366-9721.

⁴ “Small hub airport” is defined in 49 U.S.C. § 47102(23) as “a commercial service airport that has at least 0.05 percent but less than 0.25 percent of the passenger boardings.” See also http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/categories/. For FAA passenger enplanement information to use to determine an airport’s eligibility as a small hub airport, see http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/passenger/.

ten-year period.⁵ In assessing whether a previous recipient's current application represents a new project, the Department will compare the goals and objectives of the previous grant, including the key components of the means by which those goals and objectives were to be achieved, to the current application. For example, if a community received an earlier grant to support a revenue guarantee for service to a particular destination or direction, a new application by that community for another revenue guarantee for service to the same destination or in the same direction would be subject to the ten-year restriction, even if the revenue guarantee were structured differently or the type of carrier were different. However, a new application by such a previous recipient for service to a new destination or direction using a revenue guarantee, or for general marketing and promotion (including advertising and public relations) of the airport and the various services it offers, would be eligible.⁶ The Department recognizes that not all revenue guarantees, marketing agreements, studies, or other activities are of the same nature, and that if a subsequent application incorporates different goals or significantly different components, it may be sufficiently different to constitute a new project under 49 U.S.C. § 41743(c).

In FAA 2018, Congress authorized limited waivers of the Ten-Year Same Project Limitation. Under Section 41743(c)(4)(C), the Secretary may waive the limitation, and thus make additional grants to a community or consortium of communities to participate in support of the same project within a 10-year period, if the Secretary determines that communities "spent little or no money on [their] previous project or encountered industry or environmental challenges, due to circumstances that were reasonably beyond [their] control...." The Department will consider such waivers as part of complete and timely applications submitted in response to this Order. Communities seeking a waiver are asked to include in their application a discussion of the facts and circumstances that the Secretary should consider in applying the statutory test to their request, e.g. a full history of the previous grant and a documented and well-supported description of any industry or environmental challenges encountered in the communities.

Concurrent Grant Limitation: A community or consortium may have only one SCASDP grant at any time. If a community or consortium applies for a subsequent SCASDP grant when its current grant has not yet expired, that community/consortium must notify the Department of its intent to terminate the current SCASDP grant, and if the community/consortium is selected for a new grant, such termination must take place prior to entering into the new grant agreement. Each beneficiary of a grant agreement under SCASDP is subject to this limitation; in other words, each airport or other government entity, including a State department of transportation, that receives a benefit from an active SCASDP grant, whether individually or part of a consortium, may not receive another SCASDP grant until the active grant is terminated. In addition, for consortium member applicants, permission must be granted from both the grant sponsor

⁵ For the purpose of this provision, the ten-year period starts on the date that the initial grant agreement was executed. Further, this limitation applies for all project elements contained in a previous grant agreement's scope.

⁶ As noted in Section E.1.c ("Market Analysis"), target markets proposed by communities may be destination specific (e.g., service to LAX), a geographic region (e.g., northwest mountain region) or directional (e.g., hub in the southeastern United States or a point north, south, east, or west of the applicant community).

and the Department to withdraw from the current SCASDP grant before that consortium member will be deemed eligible to receive a subsequent SCASDP grant.

No Direct Benefits to Air Carriers: SCASDP provides financial assistance to eligible communities and is not intended to benefit any specific air carrier (other than through a revenue guarantee agreement or carrier-implemented marketing program). To that end, projects seeking funds to support the purchase of aircraft, the establishment of a new air carrier, or other similar direct benefits to an air carrier or a company seeking to become an air carrier are not eligible under the Small Community Program.⁷

Airport Capital Improvement Projects: Airport capital improvement projects, including, but not limited to, runway expansions and enhancements, the construction of additional aircraft gates, and other airport terminal expansions and reconfigurations are ineligible for funding under the Small Community Program. Airports seeking funding for airport capital improvement projects may want to consult with their local FAA Regional Office to discuss potential eligibility for grants under the Airport Improvement Program.

Essential Air Service Communities: Small communities that currently receive subsidized air service under the Essential Air Service (“EAS”) or Alternate Essential Air Service (“AEAS”) program will not be considered eligible for SCASDP funds. Specifically, the Department will not deem eligible for consideration a project that includes service to a subsidized EAS point (or a point receiving AEAS funding), whether it is a point of origin, an intermediate point (for example, on a one-stop service), or a destination point on the proposed service.

Finally, the EAS statute (49 U.S.C. § 41733(c)(1)(E)) includes a provision requiring that the Department consider whether an air carrier has included a marketing proposal in its proposal to provide subsidized EAS as part of the carrier selection criteria. In light of this and the scarcity of SCASDP funds, the Department will not consider awarding additional Federal support under SCASDP for the marketing of subsidized EAS air service.

2. Cost Sharing or Matching

Cost sharing or matching is not required for applications. However, applications that provide multiple levels of contributions (State, local, cash, and in-kind contributions) will be viewed more favorably. *See* Section E.1.c (“Cost sharing and Local Contributions”).

⁷ Such direct benefits would include, for example, funds to pay for the relocation of air carrier ground equipment, such as airport tugs, or other ancillary air carrier equipment. Note that start-up costs to offset some expenses of a specific service origin would be eligible for consideration.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Applications must be submitted electronically via www.grants.gov. This announcement lays out all application steps and includes all application forms or Internet addresses where such forms may be found.

2. How to Apply -- Content and Form of Application Submission

Required Steps to Apply for a Grant in this Proceeding:

- Determine the eligibility of your community;
- New grants.gov users must register with www.grants.gov (see Registration with www.grants.gov, below). Existing grants.gov users must verify existing www.grants.gov account has not expired and the Authorized Organization Representative (AOR) is current;
- A community with an active SCASDP grant must notify the Department (Office of Aviation Analysis, X-50) of its intent to terminate its existing grant in order to be eligible for selection;
- Submit an Application for Federal Domestic Assistance (SF424) via grants.gov;
- Submit a completed “Summary Information” schedule. This is your application cover sheet (see Appendix B);
- Submit a detailed application of up to 20 one-sided pages (excluding the completed SF424, Summary Information schedule, and any letters from the community or an air carrier showing support for the application), by the prescribed due date, that meets all required criteria (see Appendix C) and provides all other pertinent information, including:
 - A description of the community’s air service needs or deficiencies;
 - The driving distance, in miles, to the nearest large, medium, and small hub airports, and airport with jet service;
 - A strategic plan for meeting those needs under the Small Community Program, including a concise synopsis of the scope of the proposed grant project;
 - For service to or from a specific city or market, such as New York, Chicago, Los Angeles, or Washington, D.C., for example), a list of the airports that the applicant considers part of the market;
 - A detailed description of the funding necessary for implementation of the community's project;
 - An explanation of how the proposed project differs from any previous projects for which the community received SCASDP funds (if applicable);
 - Designation of a legal sponsor responsible for administering the program; and
 - A request for waiver of the Ten Year Same Project Limitation (if applicable) – see Appendix B.

- Attach any letters from the community or an air carrier showing support for the application, which should be addressed to Brooke Chapman, Associate Director, Small Community Air Service Development Program;⁸ and
- Provide separate submission of confidential material, if applicable (*see* Appendix D).

An application consisting of more than 20 pages will be accepted by the Department, but the content in the additional pages past page 20 will not be evaluated or considered by the Department. The Department would prefer that applicants use one-inch margins and a font size not less than 12 point type and include page numbers.

Registration with www.grants.gov: Communities must be registered with www.grants.gov in order to submit an application for funds available under this program. For consortium applications, only the legal sponsor must be registered with www.grants.gov in order to submit its application for funds available under this program. *See* Appendix A for additional information on applying through www.grants.gov.

Contents of Application: There is no set format that must be used for applications. Each application should, to the maximum extent possible, address the selection criteria set forth in Section E.1 below, including a clear description of the air service needs/deficiencies and present plans/strategies that directly address those needs/deficiencies. At a minimum, however, each application must include the following information:

- A description of the community's air service needs or deficiencies, including information about: (1) major origin/destination markets that are not now served or are not served adequately; (2) fare levels that the community deems relevant to consideration of its application, including market analyses or studies demonstrating an understanding of local air service needs; (3) any air service developments within the past ten years that have adversely affected the community, including, but not limited to, termination of scheduled passenger service;⁹ and (4) any air service development efforts over the past three years and the results of those efforts (such as marketing and promotion, including advertising and public relations).
- A strategic plan for meeting those needs under the Small Community Program, including the community's specific project goal(s) and detailed plan for attaining such goal(s). If the application is selected, the Department will work with the recipient to incorporate the relevant elements of the application's strategic plan into the grant agreement's project scope.¹⁰ Applicants should note that, once a grant agreement is signed, the agreement

⁸ *See* footnote 1, above.

⁹ For example, if a community has lost scheduled passenger air service, or other air service, or been otherwise adversely affected as a result of an airline merger, the applicant should describe the situation in detail and quantify, to the extent possible, its effects on the community.

¹⁰ If new service is proposed to or from a specific city or market served by multiple airports (such as New York, Chicago, Los Angeles, or Washington, D.C., for example), the applicant is encouraged to identify the airport(s) in that city or market the community would be targeting under its application in order to facilitate the drafting of the grant agreement's project scope. Communities should carefully select, within a specific city or market, those airports for which it proposes service, as proposing multiple airports in a city or market could impact the ability of a

generally cannot be amended in a way that would alter the project scope. Applicants also are advised to obtain firm assurances from air carriers proposing to offer new air services if a grant is awarded. Strategic plans should:

- for applications involving new or improved service, explain how the service will become self-sufficient;
 - fully and clearly outline the goals and objectives of the project; and
 - fully and clearly summarize the actual, specific steps (in bullet form, with a proposed timeline) that the community intends to take to bring about these goals and objectives.
- If relevant, a detailed description of the funding necessary for implementation of the proposed project (including Federal and non-Federal contributions).
 - An explanation of how the proposed project differs from any previous projects for which the community received SCASDP funds within a ten-year period; applicants for which the Same Project Limitation may apply should also explain why a waiver under Section 41743(c)(4)(C) should be granted by the Secretary. *See* Section C.1 (“Same Project Limitation”).
 - Designation of a legal sponsor responsible for administering the proposed project. The legal sponsor of the proposed project must be a government entity, such as a State, county, or municipality. The legal sponsor must be legally, financially, and otherwise able to execute the grant agreement and administer the grant, including having the authority to sign the grant agreement and to assume and carry out the certifications, representations, warranties, assurances, covenants and other obligations required under the grant agreement with the Department and to ensure compliance by the grant recipient with the grant agreement and grant assurances. If the applicant is a public-private partnership, a public government member of the organization must be identified as the community’s sponsor to receive project cost reimbursements. A community may designate only one government entity as the legal sponsor, even if it is applying as a consortium that consists of two or more local government entities. Private organizations may not be designated as the legal sponsor of a grant under the Small Community Program. The community has the responsibility to ensure that the legal sponsor and grant recipient of any funding has the legal authority under State and local laws to carry out all aspects of the grant, and the Department may require an opinion of the legal sponsor’s attorney as to its legal authority to act as a sponsor and to carry out its responsibilities under the grant agreement. The applicant should also provide the name of the signatory party for the legal sponsor.

community to seek future grants involving those airports (*see* Section C.1’s description of the Same Project Limitation).

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Each applicant is required to (i) be registered in SAM before submitting its application; (ii) provide a valid DUNS number in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by the Department. The Department will not make any award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make an award, the Department may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. For more information on DUNS and SAM requirements for this award, *see* Appendix A.

4. Submission Dates and Times

An application will not be complete and will be deemed ineligible for a grant award until and unless all required materials, including SF424, have been submitted through www.grants.gov and time-stamped by 4:00 PM EDT on March 15, 2022 (the “Application Deadline”). *See* Appendix A, “Timely Receipt Requirements and Proof of Timely Submission” and “Experiencing Unforeseen www.grants.gov Technical Issues” for more details.

Late Application Notice: Applicants that are unable to successfully submit their application package through grants.gov prior to the Application Deadline due to technical difficulties outside their control must submit an email to SCASDPgrants@dot.gov with the information described in Appendix A.

5. Funding Restrictions

Expenditures made prior to the execution of a grant agreement, including costs associated with preparation of the grant application, will not be reimbursed. For more information, *see* Section F.1 below.

6. Other Submission Requirements

Applicants must follow the steps outlined above and in Appendix A to submit applications electronically via www.grants.gov. Additional information about submission requirements and www.grants.gov requirements is detailed in Appendix A.

E. APPLICATION REVIEW INFORMATION¹¹

1. Criteria

Applications meeting the Eligibility Review stage criteria as set forth in Section C.1 (“Eligible Applicants”) are advanced to the Technical Review stage. SCASDP grants will be awarded based on the selection criteria outlined below. There are two categories of selection criteria at the Technical Review stage: Priority Selection Criteria and Secondary Selection Criteria. Applications that align well with one or more of the Priority Selection Criteria will be viewed more favorably than those that do not align with any Priority Selection Criteria. In conducting its Technical Review, the Department will concurrently examine the application’s alignment with both the Priority and Secondary Selection Criteria.

The Technical Review determines an application’s alignment with the following factors in 49 U.S.C. § 41743(c)(1) & (2):

- The applicant community or consortium has insufficient air carrier service or unreasonably high air fares; and
- The airport serving the community presents characteristics, such as geographic diversity or unique circumstances that demonstrate the need for, and feasibility of, grant assistance from the Small Community Program.

a. Priority Selection Criteria

49 U.S.C. § 41743(c)(5) directs the Department to give priority consideration to those communities or consortia whose applications align with the following criteria:

Air fares are higher than the national average air fares for all communities. The Department will compare the local community’s air fares to the national average air fares for all similar markets. Communities with market air fares significantly higher than the national average air fares in similar markets will receive priority consideration. The Department calculates these fares using data from the Bureau of Transportation Statistics (BTS) Airline Origin and Destination Survey data. The Department evaluates all fares in all relevant markets that serve a SCASDP community and compares the SCASDP community fares to all fares in similar markets across the country. Each SCASDP applicant’s air fares are computed as a percentage above or below the national averages. The report compares a community’s air fares to the average for all other similar markets in the country that have similar density (passenger volume) and similar distance characteristics (market groupings). All calculations are based on 12-month ended periods to control for seasonal variation of fares.

The community or consortium will provide a portion of the cost of the activity from local sources other than airport revenue sources. The Department will consider whether a community or consortium proposes local funding for the proposed project. Applications

¹¹ As a part of our review of any application in this proceeding, the Department may reach out to an applicant, if necessary, to resolve a factual discrepancy or similar technical issue with that application.

providing proportionately higher levels of cash contributions from sources other than airport revenues will be viewed more favorably. Applications that provide multiple levels of contributions (State, local, cash and in-kind contributions) will also be viewed more favorably. *See* Section E.1.c (“Cost sharing and Local Contributions), for more information on the application of this selection criterion.

The community or consortium has established or will establish a public-private partnership to facilitate air carrier service to the public. The Department will consider a community’s or consortium’s commitment to facilitate air carrier service in the form of a public-private partnership. Applications that describe in detail how the partnership will actively participate in the implementation of the proposed project will be viewed more favorably.¹²

The assistance will be used to help restore scheduled passenger air service that has been terminated. The Department will consider factors including the circumstances surrounding the cessation of service, the extent to which market circumstances have now changed, warranting the restoration of service, and the reasonableness of the applicant’s plan to restore service (and, where appropriate, the length of time since the service was last operated). Applications where changed circumstances would support the viability of replacement service, and for which the community has put forth a robust plan to obtain that service, will be viewed more favorably.

The assistance will provide material benefits to a broad segment of the traveling public, including businesses, educational institutions, and other enterprises, whose access to the national air transportation system is limited. The Department will consider whether the proposed project would provide, to a broad segment of the community’s traveling public, important benefits relevant to the community. Examples include service that would offer new or additional access to a connecting hub airport, service that would provide convenient travel times for both business and leisure travelers that would help obviate the need to drive long distances, and service that would offer lower fares.

The assistance will be used in a timely manner. The Department will consider whether a proposed project provides a well-defined strategic plan and reasonable timetable for use of the grant funds. Apart from the three-year period of time that a community may subsidize air service to and from an underserved airport, the statute does not place limits on the duration for which the Department may authorize various forms of assistance under SCASDP. Beginning with the FY 2017 SCASDP Order Awarding Grants,¹³ the Department increased the duration of grant awards under the program by one year over the durations it previously awarded, resulting in durations of two years for grants only seeking to perform studies, three years for those involving marketing, and four years for those involving revenue guarantees.¹⁴ The Department found that these longer terms were warranted, as communities often requested extensions of their grant durations to achieve the goals they set in their grant applications.

¹² An air carrier may not be a participant in any public-private partnership that a community or consortium has established, or is working with, to seek a grant in this proceeding.

¹³ See Order 2018-7-10 in Docket DOT-OST-2017-0155, at p. 5–6.

¹⁴ As noted above, the three-year limitation set forth in 49 U.S.C. § 41743(d)(1) applies only to revenue guarantees, and the three-year limitation clock begins only when subsidized service commences.

In our FY 2019 Order Awarding Grants, we found that, due to the coronavirus disease 2019 (COVID-19) pandemic, then-current industry realities warranted a further one-year extension in durations for FY 2019 grants, to three years for studies, four years for marketing, and five years for revenue guarantees.¹⁵

In initiating this selection process for FY 2021 grants, we find that the present state of the industry again warrants the extended grant durations we authorized for FY 2019 grants, and therefore intend to award FY 2021 grants for three years to complete studies, four years for marketing and promotion (including advertising and public relations) of the airport, community, carrier, or destination, and five years for projects that target a revenue guarantee, subsidy, or other financial incentives.

In their grant applications, communities should describe how their projects can be accomplished within this timetable, including whether the airport and proposed air service provider have the requisite authorities and certifications necessary to carry out the proposed projects. In addition, because of this emphasis placed on timely use of funds, applicants proposing new service should describe the airport and whether it can support the proposed service, including whether the airport holds, or intends to apply for, an airport operating certificate issued under 14 CFR Part 139. Air service providers proposed for the new service must have met or be able to meet, in a reasonable period of time, all Department requirements for air service certification, including safety and economic authorities.

Multiple communities cooperate to submit a regional or multistate application to consolidate air service into one regional airport. The Department will consider whether a proposed project involves a consortium effort to consolidate air service into one regional airport. This statutory priority criterion was added pursuant to Section 429 of the FAA Modernization and Reform Act of 2012 (Pub. L. No. 112-95).

b. Secondary Selection Criteria

While applications aligning with one or more Priority Selection Criteria will be viewed more favorably than those that do not, the Department's analysis of an application's alignment with all the stated selection criteria, taken together, will inform its Technical Review.¹⁶

Innovation and Resiliency: The Department will consider the extent to which an application proposes new and creative solutions to air transportation issues facing the community or incorporates considerations of climate change and sustainability, and whether the proposed project, if successfully implemented, could serve as a working model for other communities. Examples could include:

¹⁵ See Order 2021-7-13 in Docket DOT-OST-2020-0231, at p. 6.

¹⁶ In some cases, information relating to Secondary Selection Criteria may support a determination of the extent that an application aligns with one or more Priority Selection Criterion, by demonstrating the depth or extent of the community's fulfillment of that Priority Selection Criterion.

1. Proposing to utilize or encourage intermodal or regional solutions (a) to connect passengers to the community's air service, (b) if the community cannot implement or sustain its own air services, to connect to a neighboring community's air service (e.g., cost-effective inter/intra city passenger bus service), or (c) to market intermodal surface transportation options available to air travelers, including where such initiatives could have the potential to reduce greenhouse gas emissions, promote energy efficiency, incorporate electrification or zero emission vehicle infrastructure, increase climate resilience, reduce pollution, or address environmental justice concerns; or
2. Proposing a project that could encourage air carriers serving the community to take reasonable efforts to reduce greenhouse gas emissions, including by encouraging the use of sustainable aviation fuels or electric and zero emission ground equipment and infrastructure; or
3. Proposing a study to identify the air service needs of a small community or rural region, taking into account climate change and sustainability.

Community Participation: The Department will consider whether an application has broad community participation, including:

- whether the proposed project has broad community support; and
- the community's demonstrated commitment to and participation in the proposed project.

Location: The Department will consider the location and characteristics of a community:

- the geographic location of each applicant, including the community's proximity to larger centers of air service and low-fare service alternatives;
- the population and business activity, as well as the relative size of each community; and
- whether the community's proximity to an existing or prior grant recipient could adversely affect either its application proposal or the project undertaken by the other recipient.

Other Factors: The Department will also consider:

- whether the proposed project clearly addresses the applicant's stated problems;
- the community's existing level of air service and whether that service has been increasing or decreasing;
- whether the applicant has a plan to provide any necessary continued financial support for the proposed project after the requested grant award expires;
- the grant amount requested compared with the total funds available for all communities;
- the proposed Federal grant amount requested compared with the local share offered;
- any letters of intent from airline planning departments or intermodal surface transportation providers on behalf of applications that specifically indicate intent to enlist new or expanded air service or surface transportation service in support of the air service in the community;
- whether the applicant has plans to continue with the proposed project if it is not self-sustaining after the grant award expires; and
- equitable and geographic distribution of available funds.

c. Additional Guidance

Market Analysis: Applicants requesting funds for a revenue guarantee/subsidy/financial incentive are encouraged to conduct and reference in their applications an in-depth analysis of their target markets. Target markets can be destination specific (e.g., service to LAX), a geographic region (e.g., northwest mountain region) or directional (e.g., hub in the southeastern United States or a point north, south, east, or west of the applicant community).

Complementary Marketing Commitment: Applicants requesting funds for a revenue guarantee/subsidy/financial incentive are encouraged to designate in their applications a portion of the project funds (Federal, local or in-kind) for the development and implementation of a marketing plan in support of the service sought.

Subsidies for a Carrier to Compete Against an Incumbent: The Department is reluctant to subsidize one carrier, but not others, in a competitive market. For this reason, a community that proposes to use the grant funds for service in a city-pair market that is already served by another air carrier must explain in detail why the existing service is insufficient or unsatisfactory, or provide other compelling information to support such an application proposal.

Cost Sharing and Local Contributions: Applications must clearly identify the level of Federal funding sought for the proposed project. Applications must also identify the community's cash contributions to the proposed project, in-kind contributions from the airport, and in-kind contributions from the community. Non-Federal funds will be applied proportionately to the entire scope of the project. Communities cannot use non-Federal funds selectively to fund certain components of a project (*see* Section F.2 below on Payments for more information). Cash contributions from airport revenues must be identified separately from cash contributions from other community sources. Cash contributions from the State and/or local government should be separately identified and described as well.

Types of contributions: Contributions should represent a new financial commitment or new financial resources devoted to attracting new or improved service, or addressing specific high-fare or other service issues, such as improving patronage of existing service at the airport. For communities that propose to contribute to the grant project, that contribution can be in the following forms:

Cash from non-airport revenues: A cash contribution can include funds from the State, the county or local government, and/or from local businesses, or other private organizations in the community. Because private cash contributions are to be from local community sources, the Department will not consider as a part of these non-airport revenues any funds that a community might receive from an air carrier interested in providing service under that community's application. Moreover, contributions that are comprised of intangible non-cash items, such as the value of donated advertising, are considered in-kind contributions (*see* further discussion below).

Cash from airport revenues: This includes contributions from funds generated by airport operations. Airport revenues may not be used for subsidies (including revenue

guarantees) to airlines, per 49 U.S.C. §§ 47107 and 47133. Applications that include local contributions based on airport revenues do not receive priority consideration for selection.

In-kind contributions from the airport: This can include such items as waivers of landing fees, ground handling fees, terminal rents, fuel fees, and/or vehicle parking fees.

In-kind contributions from the community: This can include such items as donated advertising from media outlets, catering services for inaugural events, or in-kind trading, such as advertising in exchange for free air travel. Travel banks and travel commitments/pledges are considered to be in-kind contributions.

Cash vs. in-kind contributions: Communities that include local contributions made in cash will be viewed more favorably.

Commencement of Proposed Air Service Prior to Award Selection: The Department will take into consideration whether air service proposed by a community is announced or begins prior to our announcement of grant awards. Air services that commence prior to grant awards would call into question the extent to which Federal funding is necessary to support the targeted service. Moreover, no reimbursement will be provided by the Department for expenses, including revenue guarantees to air carriers, incurred by a selected community prior to the effective date of that selectee's grant agreement.

Aviation Security: Communities proposing new or expanded air service under a SCASDP grant application are encouraged to contact the Transportation Security Administration (TSA) early in the process to ascertain what the security implications of such service would be with respect to the airport involved, and what measures that airport would need to take with the TSA to assure that the service would meet all applicable TSA requirements.

2. Review and Selection Process

Each application received in response to this solicitation will undergo an Eligibility Review based on the criteria outlined in Section C to determine whether that application conforms to basic eligibility standards. An application that does not satisfy all the Eligibility Review criteria will be disqualified. The Department will then conduct a Technical Review of all eligible applications based on the selection criteria outlined above in Section E.1. The Department will not assign specific numerical scores to projects based on the selection criteria. Rather, ratings of "highly recommended," "recommended," "acceptable," or "not recommended" will be assigned to applications.

The Department reserves the right to award funds for a part of the project included in an application, if a part of the project is eligible and aligns well with the selection criteria specified in this Order. In addition, as part of its review of the Secondary Selection Criterion "Other Factors," the Department will consider the geographical distribution of the applications to ensure consistency with the statutory requirement limiting awards to no more than four communities or consortia of communities, or a combination thereof, from the same State. The final selections

will be limited to no more than 40 communities or consortia of communities, or a combination thereof.¹⁷

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Grant awards will be made as promptly as possible so that selected communities can complete the grant agreement process and implement their plans. Given the competitive nature of the grant process, the Department will not meet with applicants regarding their applications before awards have been announced.¹⁸ All non-confidential portions of each application, all correspondence and ex-parte communications, and all orders will be posted in the above-captioned docket on www.regulations.gov.

The Department will announce its grant selections in a Selection Order that will be posted in the above-captioned docket, served on all applicants and all parties served with this Solicitation Order, and posted on the Department's SCASDP website <https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>.

Grant Agreements: Communities selected to receive grants are required to execute a grant agreement with the Department before they begin to expend funds under the grant award. Applicants should not assume they have received a grant, nor should they obligate or expend local funds prior to receiving and fully executing a grant agreement with the Department. As noted above, expenditures made prior to the execution of a grant agreement, including costs associated with preparation of the grant application, will not be reimbursed.

2. Administrative and National Policy Requirements

Assurances: There are numerous assurances that grant recipients must sign and honor when Federal funds are awarded. All communities receiving a grant will be required to accept and meet the obligations created by these assurances when they execute their grant agreements. Copies of assurances are available online at <http://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>, (click on "SCASDP Grant Assurances").

¹⁷ As a part of its review process, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, the Department is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through the System for Award Management (SAM) (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) (see 41 U.S.C. § 2313). An applicant, at its option, may review information in the designated integrity and performance system accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM. The Department will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205, Federal awarding agency review of risk posed by applicants.

¹⁸ Once the Department has completed the selection process and has issued a final order in this Docket, however, Department staff is available to provide any applicant, at its request, with feedback on its application.

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; statutory, regulatory, and public policy requirements, including without limitation, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination; the conditions of performance, non-discrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients, in particular, must ensure that no concession agreements are denied or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If the Department determines that a recipient has failed to comply with applicable Federal requirements, the Department may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

Payments: The Small Community Program is a reimbursable program; therefore, communities are required to make expenditures for project implementation under the program prior to seeking reimbursement from the Department. Eligible project implementation costs are reimbursable from grant funds only for services or property delivered during the grant term.¹⁹

Expenditures incurred by third parties are not directly reimbursable to such third parties under this program. The legal sponsor must have paid all costs associated with eligible invoices, including costs incurred by third parties, prior to seeking reimbursement from the Department. The sponsor may NOT seek reimbursement from the Department in any case where a third party has paid for such services instead of the sponsor.

Reimbursement rates are calculated as a percentage of the total Federal funds requested divided by the Federal funds plus the local cash contribution (which is not refundable). The percentage is determined by: $(\text{SCASDP Grant Amount}) \div (\text{SCASDP Grant Amount} + \text{Local Cash Contribution} + \text{State Cash Contribution, if applicable})$. For example, if a community requests \$500,000 in Federal funding and provides \$100,000 in local contributions, the reimbursement rate would be 83.33 percent: $((500,000) / (500,000 + 100,000)) = 83.33$. Payments/expenditures in forms other than cash (e.g., in-kind) are not reimbursable.

¹⁹ In addition, communities should be aware that the Department will not reimburse a community for any advance, up-front payments or financial guarantees made to an air carrier or other party (for example, reimbursement will not be made for a lump-sum payment made to an air carrier on the date of an inaugural flight, when the payment exceeds the cost basis of that flight). The Department will only reimburse for services actually provided; for an air carrier, that would be under a per-flight or per-operating hour post-flight accounting. Under no circumstances will the Department reimburse a community for payments it has made to an air carrier, in the form of a subsidy or other compensation for the provision of an air service, where that subsidy or compensation is not based on an actual revenue shortfall the carrier has experienced in providing that air service.

3. Reporting

Unless otherwise noted, each grant recipient must submit semi-annual reports on the progress made during the previous period in implementing its grant project. In addition, each community will be required to submit a final report on its project to the Department, and 10 percent of the grant funds will not be reimbursed to the community until such a final report is received. Additional information on award administration for selected communities will be provided in the grant agreement. If an applicant is selected for an award of greater than \$500,000 over the period of performance, the post-award reporting requirements reflected in 2 CFR Part 200 Appendix XII - Award Term and Condition for Recipient Integrity and Performance Matters will apply.

G. FEDERAL AWARDING AGENCY CONTACT

For further information concerning the technical requirements set out in this Order, please contact Brooke Chapman at Brooke.Chapman@dot.gov or (202) 366-0577. A TDD is available for individuals who are deaf or hard of hearing at (202) 366-3993. The Department may post answers to questions and other important clarifications in the above-captioned docket on www.regulations.gov and on the program website at <https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>.

H. OTHER INFORMATION

1. Air Service Development Zone Designation

The statute authorizing the Small Community Program provides that the Department may designate one of the grant recipients in the program as an Air Service Development Zone (ASDZ).²⁰ Only one SCASDP grant recipient may hold an ASDZ designation at any one time. An FY 2018 SCASDP grant recipient, Grand Junction Regional Airport, in Grand Junction, CO, is a current ASDZ designee and the Department is therefore not soliciting a new ASDZ designee in this proceeding.

2. Submission of Confidential Commercial Information

Applicants may provide certain proprietary business information relevant to their applicants on a confidential basis. For additional information, *see* Appendix D.

This Order is issued under authority delegated in 49 CFR § 1.25a(b).

²⁰ See 49 U.S.C. § 41743(h).

ACCORDINGLY,

1. Applications for funding under the Small Community Air Service Development Program shall be submitted via www.grants.gov as an attachment to the SF424 by 4:00 PM EDT March 15, 2022; and
2. This Order will be posted on www.grants.gov and on www.regulations.gov, and served on the United States Conference of Mayors, the National League of Cities, the National Governors Association, the National Association of State Aviation Officials, County Executives of America, the American Association of Airport Executives, and the Airports Council International-North America.

By:

CAROL A. (ANNIE) PETSONK
Deputy Assistant Secretary
For Aviation and International Affairs

(SEAL)

*An electronic version of this document is available
online at www.regulations.gov.*

ADDITIONAL INFORMATION ON APPLYING THROUGH WWW.GRANTS.GOV

Applications must be submitted electronically through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. **To apply for funding through www.grants.gov, applicants must be properly registered.** The Grants.gov/Apply feature includes a simple, unified application process that makes it possible for applicants to apply for grants online. There are five “Get Registered” steps for an organization to complete at Grants.gov. Complete instructions on how to register and apply can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. If applicants experience difficulties at any point during registration or application process, please contact the www.grants.gov Customer Support Hotline at 1-800-518-4726, or via email to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except Federal holidays.

Registering with www.grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmation and a user password. It is highly recommended that applicants start the registration process as early as possible to prevent delays that may preclude submitting an application by the deadlines specified. Applications must be submitted and time-stamped not later than 4:00 PM EDT on March 15, 2022 (the Application Deadline), and, as set forth below, failure to complete the registration process before the Application Deadline is not a valid reason to permit late submissions.

In order to apply for SCASDP funding through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>, all applicants are required to complete the following:

- 1. DUNS Requirement.** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a Dun and Bradstreet Data Universal Numbering System (DUNS) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for Federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. The DUNS number must be included in the data entry field labeled “Organizational DUNS” on the SF-424 form. Instructions for obtaining DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.
- 2. System for Award Management.** In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with the Federal System for Award Management (SAM). Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. All applicants must register with SAM in order to apply

online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.

3. **Username and Password.** Acquire an Authorized Organization Representative (AOR) and a www.grants.gov username and password. Complete your AOR profile on www.grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about creating a profile on Grants.gov visit: <https://www.grants.gov/web/grants/applicants/registration.html>.
4. After creating a profile on Grants.gov, the E-Biz Point of Contact (E-Biz POC) – a representative from your organization who is the contact listed for SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <https://www.grants.gov/web/grants/s2s/applicant/web-services/authenticate-aor.html?inheritRedirect=true>. To track an AOR status visit: <https://www.grants.gov/web/grants/applicants/track-my-application.html?inheritRedirect=true>.

Applicants are, therefore, encouraged to register early. The registration process can take up to four weeks to be completed. Thus, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. You will be able to submit your application online any time after you have approved as an AOR.

5. **Electronic Signature.** Applications submitted through Grants.gov constitute a submission as electronically signed applications. The registration and account creation with Grants.gov with E-Biz POC approval establishes an Authorized Organization Representative (AOR). When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR.
6. Search for the Funding Opportunity on www.grants.gov. Please use the following identifying information when searching for the SCASDP funding opportunity on www.grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 20.930, titled Payments for Small Community Air Service Development.
7. Submit an application addressing all of the requirements outlined in this funding availability announcement. Within 24–48 hours after submitting your electronic application, you should receive an email validation message from www.grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. *You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.*

8. **Timely Receipt Requirements and Proof of Timely Submission.** Proof of timely submission is automatically recorded by Grants.gov. An electronic timestamp is generated within the system when the application is successfully received by Grants.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Grants.gov with successful transmission of the application. Applicants should print this receipt and save it, as a proof of timely submission.
9. Grants.gov allows applicants to download the application package, instructions and forms that are incorporated in the instructions, and work offline. In addition to forms that are part of the application instructions, there will be a series of electronic forms that are provided utilizing Adobe Reader.
 - a. **Adobe Reader.** Adobe Reader is available for free to download from the Adobe Software Compatibility page:
<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Adobe Reader allows applicants to read the electronic files in a form format so that they will look like any other Standard form. The Adobe Reader forms have content sensitive help. This engages the content sensitive help for each field you will need to complete on the form. The Adobe Reader forms can be downloaded and saved on your hard drive, network drive(s), or CDs.
 - b. NOTE: For the Adobe Reader, Grants.gov is compatible with versions 10 through 11, and with certain versions of Adobe Reader DC.²¹ Always refer to the Adobe Software Compatibility page for compatible versions for the operating system you are using. Please do not use lower versions of the Adobe Reader.
 - c. **Mandatory Fields in Adobe Forms.** In the Adobe Reader forms, you will note fields that will appear with a background color on the data fields to be completed. These fields are mandatory fields and they **must** be completed to successfully submit your application.

NOTE: When uploading attachments please use generally accepted formats such as .pdf, .doc, and .xls. While you may imbed picture files such as .jpg, .gif, .bmp, in your files, please do not save and submit the attachment in these formats. Additionally, the following formats will not be accepted: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip.

Experiencing Unforeseen www.grants.gov Technical Issues

Late Application Notice: Applicants who are unable to successfully submit their application package through grants.gov prior to the Application Deadline due to technical difficulties outside their control must submit an email to SCASDPgrants@dot.gov with the following information:

- The nature of the technical difficulties experienced in attempting to submit an application;
- A screenshot of the error;

²¹ Additional information on Adobe Reader compatibility with Grants.gov is available at:
<https://www.grants.gov/applicants/adobe-software-compatibility.html>

- The Legal Sponsor's name; and
- The Grants.Gov tracking number (e.g. GRANT12345678).

The Department will consider late applications on a case-by-case basis and reserves the right to reject late applications that do not meet the conditions outlined in the Order Soliciting Small Community Grant Applications. Late applications from applicants that do not provide the Department an email with the items specified above will not be considered.

If you experience unforeseen www.grants.gov technical issues beyond your control that prevent you from submitting your application by the Application Deadline, you must contact us at SCASDPgrants@dot.gov or Vince.Corsaro@dot.gov or (202) 366-1842 by **4:00 PM EDT March 15, 2022** (the first business day following the deadline) and request approval to submit your application after the deadline has passed. At that time, the Department's staff will require you to provide your DUNS number and your www.grants.gov Help Desk tracking number(s). After the Department's staff review all of the information submitted and contact the www.grants.gov Help Desk to validate the technical issues you reported, the Department's staff will contact you to either approve or deny your request to submit a late application through www.grants.gov. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to complete the registration process before the deadline date; (2) failure to follow www.grants.gov instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the funding availability notice; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

**APPLICATION UNDER
SMALL COMMUNITY AIR SERVICE DEVELOPMENT PROGRAM
DOCKET DOT-OST-2022-0003
SUMMARY INFORMATION¹**

All applicants **must** submit this Summary Information schedule, as the application coversheet, a completed standard form SF424 and the full application proposal on www.grants.gov.

For your preparation convenience, this Summary Information schedule is located at <https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>

A. PROVIDE THE LEGAL SPONSOR AND ITS DUN AND BRADSTREET (D&B) DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER, INCLUDING +4.

Legal Sponsor Name:

Name of Signatory Party for Legal

Sponsor:

DUNS Number:

B. LIST THE NAME OF THE COMMUNITY OR CONSORTIUM OF COMMUNITIES APPLYING:

1. _____
2. _____
3. _____
4. _____

C. PROVIDE THE FULL AIRPORT NAME AND 3-LETTER IATA AIRPORT CODE FOR THE APPLICANT(S) AIRPORT(S) (ONLY PROVIDE CODES FOR THE AIRPORT(S) THAT ARE ACTUALLY SEEKING SERVICE).

- | | |
|-----------|-----------|
| 1. | 2. |
|-----------|-----------|
-

¹ Note that the Summary Information does not count against the 20-page limit of the SCASDP application.

3.

4.

IS THE AIRPORT SEEKING SERVICE NOT LARGER THAN A SMALL HUB AIRPORT UNDER FAA HUB CLASSIFICATIONS EFFECTIVE ON THE NOFO'S SET APPLICATION DUE DATE?

YES NO

Does the airport seeking service hold an airport operating certificate issued by the Federal Aviation Administration under 14 CFR Part 139? (If "No", Please explain whether the airport intends to apply for a certificate or whether an application under Part 139 is pending.)

YES NO

D. SHOW THE DRIVING DISTANCE FROM THE APPLICANT COMMUNITY TO THE NEAREST:

1. Large hub airport: _____

2. Medium hub airport: _____

3. Small hub airport: _____

4. Airport with jet service: _____

Note: Provide the airport name and distance, in miles, for each category.

E. LIST THE 2-DIGIT CONGRESSIONAL DISTRICT CODE APPLICABLE TO THE SPONSORING ORGANIZATION, AND IF A CONSORTIUM, TO EACH PARTICIPATING COMMUNITY.

1.

2.

3.

4.

F. APPLICANT INFORMATION: (CHECK ALL THAT APPLY)

- Not a Consortium Interstate Consortium Intrastate Consortium
- Community (or Consortium member) previously received a Small Community Air Service Development Program Grant

NOTE: A community that currently receives subsidized Essential Air Service funding, receives assistance under the Alternate Essential Air Service Pilot Program, or is a participant in, and has received a grant under, the Community Flexibility Pilot Program, is not eligible for SCASDP grant funds. See Section C.1. (“Essential Air Service Communities”)

If previous recipient: Provide year of grant(s): _____ ; and, the text of the grant agreement section(s) setting forth the scope of the grant project:

G. PUBLIC/PRIVATE PARTNERSHIPS: (LIST ORGANIZATION NAMES)

PUBLIC	PRIVATE
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

H. PROJECT PROPOSAL:

1a. GRANT GOALS: (CHECK ALL THAT APPLY)

- Launch New Carrier Secure Additional Service Upgrade Aircraft
- First Service New Route Service Restoration
- Regional Service Surface Transportation Professional Services²

² “Professional Services” involve a community contracting with a firm to produce a product such as a marketing plan, study, air carrier proposal, etc.

Other (explain below)

1b. GRANT GOALS: (SYNOPSIS)

CONCISELY DESCRIBE THE SCOPE OF THE PROPOSED GRANT PROJECT USING THE FORMAT/STRUCTURE USED IN THESE EXAMPLES: “REVENUE GUARANTEE TO RECRUIT, INITIATE, AND SUPPORT NEW DAILY SERVICE BETWEEN _____ AND _____;” OR “MARKETING PROGRAM TO SUPPORT EXISTING (OR NEW) SERVICE BETWEEN _____ AND _____ BY _____ AIRLINES.”)

1c. GRANT HISTORY:

DOES THIS APPLICATION SEEK TO REPEAT A PAST GRANT PROJECT OF THE COMMUNITY OR CONSORTIUM (FOR EXAMPLE, A SPECIFIC DESTINATION AIRPORT)?

YES NO

IF THE ANSWER TO THE ABOVE QUESTION IS ‘YES’:

A: WHAT YEAR WAS THE FORMER GRANT AGREEMENT SIGNED? _____

B: HAVE 10 YEARS PASSED SINCE THE PREVIOUS GRANT AGREEMENT WAS SIGNED?

YES NO

IF THE ANSWER TO ‘B’ ABOVE IS ‘NO,’ THE APPLICANT SHOULD APPLY FOR A FORMAL WAIVER OF THE TEN-YEAR SAME PROJECT LIMITATION (*SEE* SECTION C.1. “SAME PROJECT LIMITATION”). THE REQUEST FOR WAIVER SHOULD INCLUDE A) A STATEMENT THAT THE COMMUNITY OR CONSORTIUM IS REQUESTING A WAIVER OF THE LIMITATION IN ACCORDANCE WITH THE PROVISIONS OF 49 U.S.C. § 41743(C)(4)(C); AND B) INFORMATION AND EVIDENCE TO SUPPORT A FINDING THAT THE APPLICANT SPENT LITTLE OR NO MONEY ON ITS PREVIOUS PROJECT OR ENCOUNTERED INDUSTRY OR ENVIRONMENTAL CHALLENGES, DUE TO CIRCUMSTANCES THAT WERE REASONABLY BEYOND THE CONTROL OF THE COMMUNITY OR

CONSORTIUM. IF YOU HAVE ANY QUESTIONS ABOUT YOUR COMMUNITY'S PAST GRANTS, PLEASE CONTACT THE DEPARTMENT.

2. FINANCIAL TOOLS TO BE USED: (CHECK ALL THAT APPLY)

- Marketing (including Advertising):** promotion of the air service to the public
 - Start-up Cost Offset:** offsetting expenses to assist an air service provider in setting up a new station and starting new service (for example, ticket counter reconfiguration)
 - Revenue Guarantee:** an agreement with an air service provider setting forth a minimum guaranteed profit margin, a portion of which is eligible for reimbursement by the community
 - Recruitment of U.S. Air Carrier:** air service development activities to recruit new air service, including expenses for airport marketers to meet with air service providers to make the case for new air service
 - Fee Waivers:** waiver of airport fees, such as landing fees, to encourage new air service; counted as in-kind contributions only
 - Ground Handling Fee:** reimbursement of expenses for passenger, cabin, and ramp (below wing) services provided by third party ground handlers
 - Travel Bank:** travel pledges, or deposited monetary funds, from participating parties for the purchase of air travel on a U.S. air carrier, with defined procedures for the subsequent use of the pledges or the deposited funds; counted as in-kind contributions only
 - Other** (explain below)
-
-

I. EXISTING LANDING AIDS AT LOCAL AIRPORT:

- Full ILS
- Outer/Middle Marker
- Published Instrument Approach
- Localizer
- Other (specify)

J. PROJECT COST: DO NOT ENTER TEXT IN SHADED AREA

REMINDER: LOCAL CASH CONTRIBUTIONS MAY NOT BE PROVIDED BY AN AIR CARRIER (SEE “TYPES OF CONTRIBUTIONS” FOR REFERENCE).

LINE	DESCRIPTION	SUB TOTAL	TOTAL AMOUNT
1	Federal amount requested		
2	State <u>cash</u> financial contribution		
	<i>Local cash financial contribution</i>		
	3a Airport <u>cash</u> funds		
	3b Non-airport <u>cash</u> funds		
3	Total local <u>cash</u> funds (<i>3a + 3b</i>)		
4	TOTAL CASH FUNDING (<i>1+2+3</i>)		
	<i>In-Kind contribution</i>		
	5a Airport <u>In-Kind</u> contribution**		
	5b Other <u>In-Kind</u> contribution**		
5	TOTAL IN-KIND CONTRIBUTION (<i>5a + 5b</i>)		
6	TOTAL PROJECT COST (<i>4+5</i>)		

K. IN-KIND CONTRIBUTIONS**

For funds in lines 5a (Airport In-Kind contribution) and 5b (Other In-Kind contribution), please describe the source(s) of fund(s) and the value (\$) of each.

L. Is This Application Subject To Review By an Affected State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on (date) _____.
- b. Program is subject to E.O. 12372, but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

M. Is The Lead Applicant or Any Co-Applicants Delinquent On Any Federal Debt? (If “Yes”, Provide Explanation)

- No Yes (explain)

APPLICATION CHECKLIST

INCLUDED?	ITEM
<i>For Immediate Action</i>	
	Determine Eligibility
	New Grants.gov users must register with www.grants.gov . Existing Grants.gov users <i>must verify existing www.grants.gov account has not expired and the Authorized Organization Representative (AOR) is current.</i>
<i>For Submission by 4:00 PM EDT on March 15, 2022</i>	
	Communities with active SCASDP grants: notify DOT/X50 of intent to terminate existing grant in order to be eligible for selection.
	Complete Application for Federal Domestic Assistance (SF424) via www.grants.gov
	Summary Information schedule complete and used as cover sheet (<i>see Appendix B</i>)
	Application of up to 20 one-sided pages (excluding any letters from the community or an air carrier showing support for the application), to include:
	<ul style="list-style-type: none"> • A description of the community's air service needs or deficiencies.
	<ul style="list-style-type: none"> • The driving distance, in miles, to the nearest large, medium, and small hub airports, and airport with jet service.
	<ul style="list-style-type: none"> • A strategic plan for meeting those needs under the Small Community Program, including a concise synopsis of the scope of the proposed grant project.
	<ul style="list-style-type: none"> • For service to or from a specific city or market, such as New York, Chicago, Los Angeles, or Washington, D.C., for example), a list of the airports that the applicant considers part of the market.
	<ul style="list-style-type: none"> • A detailed description of the funding necessary for implementation of the community's project.
	<ul style="list-style-type: none"> • An explanation of how the proposed project differs from any previous projects for which the community received SCASDP funds (if applicable).
	<ul style="list-style-type: none"> • Designation of a legal sponsor responsible for administering the program.
	<ul style="list-style-type: none"> • A request for waiver of the Ten Year Same Project Limitation (if applicable) – <i>see Appendix B above.</i>
	<ul style="list-style-type: none"> • A motion for confidential treatment (if applicable) – <i>see Appendix D below.</i>

Confidential Commercial Information

Applicants will be able to provide certain confidential business information relevant to their application proposals on a confidential basis. Under the Department's Freedom of Information Act regulations (49 CFR § 7.17), such information is limited to commercial or financial information that, if disclosed, would either likely cause substantial harm to the competitive position of a business or enterprise or make it more difficult for the Federal Government to obtain similar information in the future.

Applicants seeking confidential treatment of a portion of their applications must segregate the confidential material in a sealed envelope marked "Confidential Submission of X (the applicant) in Docket DOT-OST-2022-0003" and include with that material a request in the form of a motion seeking confidential treatment of the material under 14 CFR § 302.12 ("Rule 12") of the Department's regulations. The applicant should submit an original and two copies of its motion and an original and two copies of the confidential material in the sealed envelope.

The confidential material should not be included with the original application that is submitted via www.grants.gov. The applicant's original submission, however, should indicate clearly where the confidential material would have been inserted. If an applicant invokes Rule 12, the confidential portion of its filing will be treated as confidential pending a final determination. All confidential material must be received by **4:00 PM EDT, March 15, 2022**, and delivered to the U.S. Department of Transportation, Office of Aviation Analysis, 8th Floor, Room W86-307, 1200 New Jersey Ave. SE, Washington, DC 20590.