

Application Process for State Funding of Privately-Owned, Public-Use Airport Development

Pre-application Steps: Before applying for state funding, applicants should take the following pre-application steps:

- **Initiate Communication with DeIDOT:** Reach out to DeIDOT to discuss the proposed project. This can be done through written correspondence, email, or a phone call.
- **Benefit from DeIDOT Guidance:** DeIDOT's advice can help shape and refine the application content, ensuring that it aligns with funding priorities and requirements.
- **Assess Project Eligibility:** Determine if the project falls under one of the eligible categories:
 - Airport maintenance projects
 - New capital development
 - Revenue-producing projects (note that these have lower priority)

By following these early steps, applicants can increase the likelihood of a successful funding outcome.

1. Gather Information: Applicants should first gather information pertaining to the proposed airport development project and the proposed site. This should include the following:

- Justification for the Project – A description of why the project is needed and expected outcomes.
- A business plan with financial projections for revenue producing capital improvement projects.
- Environmental studies or documents required by the Delaware Department of Natural Resources and Environmental Control (DNREC).
- A survey and plans of the proposed site, including mapping.
- A minimum of 2 independent bids on the proposed project.
- Any other relevant documents.

2. Submit Formal Application: After gathering the necessary information, applicants must submit a formal application to the Delaware Department of Transportation, Office of Aeronautics. This includes a completed application form and all supporting documents. (See the Application Form at the end of these instructions.)

3. DeIDOT Review Process: The Delaware Department of Transportation, Office of Aeronautics will review the application and supporting documents. The review process will include:

- The project will be subjected to the DeIDOT Aeronautics Priority Ranking Process for the specific funding cycle.
- Notify Agency Administrators and the DAAC of Priority Ranking Outcomes.
- Available funds will be compared to bona fide applications, by rank order, to determine whether or not the proposed project can be funded within that cycle.
- If the application is approved, the Department will contact the applicant to discuss the next steps.

4. Negotiate Agreement: If the application is approved, the Department will negotiate a funding agreement with the applicant. The agreement will include the amount of funding, the amount of sponsor matching funds, the purpose of the funding, and any other relevant details.

5. Sign Agreement: Once the agreement is finalized, the applicant must sign and return the agreement to the Department. Airport sponsor will agree to grant assurances which require the airport to remain open to public use for a minimum of ten years. Should the airport close or change uses prior to that time, a prorated return of grant money is required by regulation.

6. Allocation of Funding: After the agreement is signed, the Department will allocate the necessary funds for the project, based on a reimbursement of expense by the airport sponsor. This requires proof of payments to contractors, along with their invoice receipts. Accurate record keeping, project status reports, and evidence of airport construction oversight is needed with the invoicing to DeIDOT. These funds will be accounted toward the public-use airport capital improvement program, which is funded by direct allocation of DeIDOT funding, along with aviation and jet fuel taxes.

7. Follow Up and Project Close-Out: To ensure successful project execution and the optimal utilization of state funds, the Project Follow-Up and Closeout stage, grant administrators will work closely with private airport operators to monitor progress, address any issues, and ensure that milestones are met in a timely manner. Regular reporting and communication between all parties help to maintain transparency, identify potential roadblocks, and facilitate smooth project completion. A thorough closeout process requires that all contractual obligations are fulfilled, final reports are submitted, and any lessons learned are documented for future reference. This approach ensures that state grants are put to the best possible use, fostering the development and improvement of Delaware's private airport infrastructure and ultimately benefiting the broader aviation community.

Privately-Owned, Public-Use Airport Grant Application Form

The privately-owned, public-use airport grant application form would include sections for the applicant's contact information, the project name and description, the proposed site, the project's purpose, a detailed budget, and instructions to attach any additional information or documents. The applicant must also provide a signed statement acknowledging that the funds will only be used for capital development items for the airport.



DeIDOT Aeronautics
Airport Capital Improvement
GRANT APPLICATION



Name _____ Phone _____

Airport Name _____

Address _____ Email: _____

City _____ State _____ ZIP _____

Project Name/Description

1. Name of Project: _____

2. Project Description: _____

Proposed Site Location

3. Please attach a site plan and map of the proposed project location on your airport.

Project Justification and Purpose

4. Please describe the project justification and purpose (attach additional pages if necessary):

Environmental Approvals/Studies

5. Please describe any needed environmental approvals, building permits, or other state or local requirements:

6. Please attach evidence that these requirements have been met (studies, permits, approvals, etc.)

Proposed Project Cost

7. Please list the detailed project costs and attach bids from at least two bidders.

Planning:	_____
Engineering:	_____
Permitting:	_____
Construction:	_____
Other:	_____
Total:	_____

Other Comments and Special Circumstances
