

FAA ANE Project Readiness Form

Instructions dated August 2011

Before FAA can program a grant (that is, put it into our grant database system) we have to be sure that it is “ready to go”. Our tool for checking this is an in-house document, the *Project Evaluation Review and Development Analysis* form (commonly called a PERADA form). Our planners fill out this form based on their project knowledge and discussions with the sponsors and our specialists.

To help us get information faster, more accurately and more consistently, we are asking our sponsors to fill out a simple document: the Sponsor Project Readiness Form and Verification (PRF). The PRF consists of:

- A checklist of 16 items, which largely correspond to PERADA items, except for additional questions about environmental permitting, land interest and SHPO clearance;
- A section for a description of the project (including each work item);
- A section to provide additional narrative, if needed;
- A block for Sponsor signature. This block should be signed by the sponsor or a designated consultant.

Project Sketch Guidance

The completed form must include a **project sketch**. We need this sketch to meet Section 106 (Tribal and Historic Preservation) requirements.

- The sketch should be in 8.5” x 11” format, unless details require a larger, 11” x 17” size.
- It should identify areas where any excavation or re-grading of unpaved surfaces are required, including trenches, construction staging areas, temporary roads, etc.
- Include local street names to help non-aviation agencies locate project.

Part III Narrative

This block should be used to supplement or clarify checklist information. In addition, you may use this section to provide any other information that you feel is relevant to project readiness.

Implementation of the Form

Effective Fiscal Year 2012, sponsors (or their designated consultants) must complete, sign and forward a PRF for each project expected to be considered for current FY funding. This form is due no later than August 31st (e.g. August 2012 for Fiscal Year 2013). For Fiscal Year 2012 only, the deadline will be extended to November 30th.

The PRF will be available on our regional website.