

October 2024



HLN ADO Delivery Schedule

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Federal Aviation
Administration

Goal of Delivery Schedule

- To establish a schedule that allows for the efficient and effective execution of AIP and BIL-AIG grants.
- Establish a consistent schedule for future fiscal years.



Why these dates and changes?

- Lessons learned from previous fiscal years
- Reduce workload on ADO/consultants/sponsors by spreading it out throughout the year
- Help meet deadlines established by regional/headquarters/federal government.
- Ensure all documents/processes/approvals are completed in a timely fashion
 - Reduce last-minute notifications/changes
 - Ensure certain process have enough time to complete (ex: OE/AAA airspace cases)
 - Match the capabilities of the ADO office



Delivery Schedule Document

- “FY25 ADO Due Dates”
 - Hard copies available during this conference
 - Email was sent out by Joe Nye to consultants and sponsors (DD MMM)

HLN ADO DEADLINES - Basic Information

This document contains dates for required and recommended actions for the FAA's ADP and HLN ADO programs for the Helios ADO office.

Type of Deadline	Description
REQUIRED	Event must be completed by COB of listed date for project to be considered for current FY.
Coordinates with PM	Event should be coordinated with ADO Project Manager as soon as practical. If no coordination is made, the listed date will be considered REQUIRED .
Recommended	These dates are recommended to help increase the efficiency and effectiveness of the ADO's capability to process new grants.

All dates for the deadlines in this document are days in which the event should be **completed** no later than. It is advised that the events should be completed as early as practical before the deadline to ensure ADO has sufficient capacity to complete their review/approval.

In the event in which a required deadline cannot be met, contact the ADO as soon as possible. The ADO can determine on a case-by-case basis if an extension is permitted, but must be coordinated in advance (recommended at least 1 month prior to deadline). Failure to meet deadline does not guarantee an extension.

The Quick Reference Calendar page is to be used as a single page, easily referenced document to represent ADO deadlines. Events in red are considered **REQUIRED**. Events in purple are **REQUIRED** deadlines that may have different dates when coordinated with your ADO PM. Events in black are considered Recommended.

The Deadline Description page provides a more detailed description of the event. Please ensure you are familiar with all the details of the event.

FY25 HLN ADO DEADLINES - Quick Reference Calendar

2024		
October	November	December
15 Consultant Selection/Master Agreement Submitted	12 Pre-Design Meeting Completed 13 NEPA Request Info Updated 14 NEPA Request Submitted 15 Engineering Contracts/EE/ReN Submitted	3 IPAR Airspace Early Coordination Sheet Submitted 24 Yearly Reports for Open Grants Submitted
2025		
January	February	March
14 NEPA Approval Completed (Final Development) 20 eSignatures/Contract Info Updated Draft Grant Applications Submitted	11 Project Airspace (CSPP) Submitted	4 NEPA Approval Completed (Design/Enviro/Equip) 10 Bid Opening (Over 1.0, 2.0, 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0, 12.0, 13.0, 14.0, 15.0, 16.0, 17.0, 18.0, 19.0, 20.0, 21.0, 22.0, 23.0, 24.0, 25.0, 26.0, 27.0, 28.0, 29.0, 30.0)
April	May	June
11 Bid Opening (LEAS/A) 19 Old Design Grants Submitted Transfer Agreements Submitted	20 Initial Carry Over Plan Submitted	1 Land Buy-Sell Agreements 2 Bid Opening (Over 1.0 thru) 3 Initial CIP Submitted
July	August	September
		10 Revised CIP Finalized

FY25 HLN ADO DEADLINES - Deadline Descriptions

Month	Event	Requirement
October	Consultant Selection and Master Agreement Submitted	Recommended
Due Date: 15-October		
	Ensure consultant selection and master agreement is completed for the current FY projects. It is recommended to submit the consultant selection and master agreement documents to the ADO by the above date. If consultant selection is going to be required later in the FY, sponsor should notify ADO of sponsor's plan of when consultant selection will be completed. IMPORTANT: Consultant selection must be completed before Pre-Design meeting.	
November	Pre-Design Meetings Completed	REQUIRED
Due Date: 12-November		
	Pre-design meetings are to be completed no later than COB of the above date for all projects of the current fiscal year. Ensure that any Modifications of Deadlines (MOS) are highlighted in these meetings, as MOS approvals will take a minimum of several months to complete. If there is no project for the FY, please notify your PM. IMPORTANT: Consultant selection must be completed before Pre-Design meeting.	
	eSignatures/Contract Information Updated	Recommended
Due Date: 12-November		
	If sponsor has a project planned for current fiscal year or there is a chance of an unannounced to a open grant, it is recommended that eSignatures/contract information is updated and submitted to ADO by above date. eSignatures document is required for all grant offers and amendments, and we need to update our contract information for both the ADO and Program. If, at any time, contract information needs to be updated due to change of personnel, ensure ADO receives updated eSignatures form as soon as possible.	
	NEPA Request Submitted	Recommended
Due Date: 26-November		
	It is recommended to submit any NEPA requests for current FY projects to ADO by the above date to ensure NEPA approvals are completed by required deadlines (in January for land and development projects, and March for design-to-construct/requirement projects).	
	Engineering Contracts/EE/ReN Submitted	Recommended
Due Date: 29-November		
	Recommended that engineering contracts/EE, ITE, and Records of Negotiation specific to the project are submitted for approval by the ADO by the above date.	

Basic Information (page 1)

- Provides some basic information of the document and deadlines
- Highlights:
 - For both AIP and BIL-AIG
 - Types of Deadlines
 - Required
 - Coordinate with PM
 - Recommended
 - This are NLT dates
 - Communicate with ADO early if unable to meet a deadline

HLN ADO DEADLINES - Basic Information

This document contains dates for required and recommended actions for the FAA's AIP and BIL AIG programs for the Helena ADO office.

Types of Deadlines:	
REQUIRED	Event must be completed by COB of listed date for project to be considered for current FY.
Coordinate with PM	Event should be coordinated with ADO Project Manager as soon as practical. If no coordination is made, the listed date will be considered REQUIRED .
Recommended	These dates are recommended to help increase the efficiency and effectiveness of the ADO's capability to process new grants.

All dates for the deadlines in this document are days in which the event should or must be completed no later than. It is advised that the events should be completed as early as practical before the deadline to ensure ADO has sufficient capacity to complete their review/approval/etc.

In the event in which a required deadline cannot be met, contact the ADO as soon as possible. The ADO can determine on a case-by-case basis if an extension is permitted, but must be coordinated in advance (recommended at least 1 month prior to deadline). Failure to meet deadline does not guarantee an extension.

The Quick Reference Calendar page is to be used as a single-page, easily referenced document to represent ADO deadlines. Events in **red** are considered **REQUIRED**. Events in **purple** are **REQUIRED** deadlines that may have different dates when coordinated with your ADO PM. Events in black are considered Recommended.

The Deadline Description page provides a more detailed description of the event. Please ensure you are familiar with all the details of the event.

Quick Reference Calendar (page 2)

- Provides a quick and easy overview of all deadlines in document for current FY

FY25 HLN ADO DEADLINES - Quick Reference Calendar

2024		
October	November	December
15 Consultant Selection/Master Agreement submitted	12 Pre-Design Meetings Completed eSignature/Contact Info Updated	3 IPAR Airspace/Early Coordination Sheet Submitted
	26 NEPA Request Submitted Engineering Contracts/IFE/RoN Submitted	24 Yearly Reports for Open Grants Submitted
2025		
January	February	March
14 NEPA Approvals Completed (Land/Development) eSignature/Contact Info Updated	11 Project Airspace (CSPP) Submitted	4 NEPA Approvals Completed (Design/Enviro/Equip) Bid Openings (Tier 1 & 2 Disc Proj)
28 Draft Grant Applications Submitted		
April	May	June
1 Bid Openings (Ent/SA) Old Dog Grant Closeouts Submitted	20 Initial Carry Over Plan Submitted	3 Land Buy/Sell Agreements Bid Openings (Tier 3 Disc) Initial CIP Submittal
29 Transfer Agreements Submitted		
July	August	September
		30 Revised CIP Finalized



Deadline Description (page 3 - 7)

- Provides a detail description of the deadline
 - Date
 - Required / Coordinate with PM / Recommended
 - Products expected
 - Additional conditions (ex: Plans and Specs for Bid Openings)

April	
Bid Openings Completed (State Apportionment / Entitlement Projects)	
Due Date:	1-April REQUIRED
<p>Bid openings for all state apportionment or entitlement projects (such as BIL AIG and AIP Entitlements), are to be completed no later than COB of the above date and <u>Recommendation of Award</u> submitted to the ADO within two weeks after bid opening. Ensure <u>Plans and Specs</u> are submitted at least 3 weeks prior to bidding advertisement and approved before bidding advertisement (<u>Plans and Specs</u> must be approved prior to bids). IMPORTANT: Completed CSPP review on OE/AAA may require changes to Plans and Specs, and should be completed as soon as possible).</p>	



October

October

Consultant Selection and Master Agreement Submitted	
Due Date:	15-October
	Recommended
<p>Ensure consultant selection and master agreement is completed for the current FY projects. It is recommended to submit the consultant selection and master agreement documents to the ADO by the above date. If consultant selection is going to be required later in the FY, sponsor should notify ADO of sponsor's plan of when consultant selection will be completed. IMPORTANT: Consultant selection must be completed before Pre-Design meeting.</p>	



November

Helena ADO Contact Information Form
Complete the form and return to your Helena ADO Project Manager.

Airport: _____ LOCID: _____

Fiscal year: _____ Date form is completed: _____

Sponsor Information:

Name: _____ Title: _____
 Email: _____ Phone: _____
 Address: _____

Sponsor's Attorney Information:

Name: _____ Title: _____
 Email: _____ Phone: _____

Second Sponsor Information: (as required)

Name: _____ Title: _____
 Email: _____ Phone: _____
 Address: _____

Second Sponsor's Attorney Information: (as required)

Name: _____ Title: _____
 Email: _____ Phone: _____

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Engineering Consultant Information:

Company: _____
 Phone: _____
 to _____

Planning Consultant Information:

Company: _____
 Phone: _____
 to _____

Final Contact Information: (as required)

Title: _____
 Phone: _____

Title: _____
 Phone: _____

Title: _____
 Phone: _____

Email: _____ Phone: _____

Notes/Comments:

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November

Pre-Design Meetings Completed

Due Date: 12-November **REQUIRED**

Pre-design meetings are to be completed no later than COB of the above date for all projects of the current fiscal year. Ensure that any Modification of Standards (MOS) are highlighted in these meetings, as MOS approvals will take a minimum of several months to complete. If there is no project for the FY, please notify your PM. **IMPORTANT:** Consultant selection must be completed before Pre-Design meeting.

eSignature/Contact Information Updated

Due Date: 12-November Recommended

If sponsor has a project planned for current fiscal year or there is a chance of an amendment to a open grant, it is recommended that eSignature/contact information is updated and submitted to ADO by above date. eSignature document is required for all grant offers and amendments, and are used to update our contact information for both the ADO and Region. If, at any time, contact information needs to be updated due to change of personnel, ensure ADO receives updated eSignature form as soon as possible.

NEPA Request Submitted

Due Date: 26-November Recommended

It is recommended to submit any NEPA requests for current FY projects to ADO by the above date to ensure NEPA approvals are completed by required deadlines (in January for land and development projects, and March for design/environmental/equipment projects).

Engineering Contracts/IFE/RoN Submitted

Due Date: 26-November Recommended

Recommended that engineering contracts/tasks, IFE, and Records of Negotiation specific to the project are submitted for approval by the ADO by the above date.

Helena ADO Contact Information Form



December

December	
IPAR Airspace and Early Project Coordination Sheet Submitted	
Due Date:	3-December
	Recommended
<p>It is recommended that IPAR airspace is submitted in OE/AAA and the Early Project Coordination Sheet submitted to ADO by the above date. IMPORTANT: Note that review of IPAR in OE/AAA may require changes in plans for project.</p>	
Yearly Reports for Open Grants Submitted (SF 270/271 and 425)	
Due Date:	24-December
	REQUIRED
<p>Yearly reports are required for all open grants from previous FY. This includes grants that are physically complete, but have not been officially closed.</p>	

NOTE: IPAR airspace submittal not required if CSPP has been submitted on iOE/AAA before December



January

January

NEPA Approvals Completed (Land and development projects)	
Due Date:	14-January REQUIRED
All NEPA <i>approvals</i> for land and development projects for the current FY must be complete no later than end of the above date.	

eSignature/Contact Information Updated/Verified	
Due Date:	28-January Recommended
Ensure that eSignature/contact information is still current, especially in the event of elections.	

Draft Grant Applications Submitted (Both AIP and BIL)	
Due Date:	28-January Recommended
It is recommended that a draft, unsigned grant application is submitted to the ADO by the above date. By receiving draft applications by the above date, the ADO will be able to program and prepare for the project in a more efficient matter.	



February

February	
Project Airspace (CSPP) Submitted on OE/AAA	
Due Date:	11-February
	Recommended
<p>It is recommended that completed CSPPs are submitted in OE/AAA by the above date. This is due to the long period of time required to complete airspace cases in OE/AAA. Ensure that a draft CSPP is submitted at least 3 weeks prior to and reviewed by ADO before submission in OE/AAA. If a more complex CSPP is being utilized or CSPP is for a Tier 1/Tier 2 discretionary project, CSPP may require an earlier submittal and additional coordination (including SRMP), and coordination with ADO should be completed as early as possible. IMPORTANT: Note that review of CSPP in OE/AAA may require changes in plans for project, which will be required to be updated prior to bid.</p>	



March

March

NEPA Approvals Completed (Design/environmental/equipment projects)	
Due Date:	4-March REQUIRED
All NEPA approvals for design, environmental, and/or equipment projects for the current FY must be complete no later than end of the above date.	

Bid Openings Completed (Tier 1 and 2 Discretionary Projects)	
Due Date:	4-March Coordinate with PM
Bid openings for all Tier 1 and 2 discretionary projects are to be completed no later than COB of the above date (unless coordinated with ADO Project Manager at least 1 month prior to bid advertisement) and <u>Recommendation of Award</u> submitted to the ADO within two weeks after bid opening. Ensure <u>Plans and Specs</u> are submitted at least 3 weeks prior to bidding advertisement and approved before bidding advertisement (<u>Plans and Specs must be approved prior to bids</u>).	



April

April

Bid Openings Completed (State Apportionment / Entitlement Projects)	
Due Date:	1-April REQUIRED
<p>Bid openings for all state apportionment or entitlement projects (such as BIL AIG and AIP Entitlements), are to be completed no later than COB of the above date and <u>Recommendation of Award</u> submitted to the ADO within two weeks after bid opening. Ensure <u>Plans and Specs</u> are submitted at least 3 weeks prior to bidding advertisement and approved before bidding advertisement (<u>Plans and Specs</u> must be approved prior to bids). IMPORTANT: Completed CSPP review on OE/AAA may require changes to Plans and Specs, and should be completed as soon as possible).</p>	

Old Dog Grants Closeout Reports Submitted	
Due Date:	1-April REQUIRED
<p>All Old Dog grant closeout reports (4 year old grants) must be submitted to the ADO no later than COB of the above date.</p>	

Transfer Agreements Submitted	
Due Date:	29-April Recommended
<p>Recommended that all transfer agreements are completed and submitted to ADO by the above date. (Reminder: AIP funds can be transferred to another airport within the state. BIL AIG funds can only be transferred between identical sponsors.) The official due date of transfer agreements will be released per federal register.</p>	



May

May	
Initial Carry Over Plan Submitted	
Due Date:	20-May REQUIRED
Ensure ADO is aware of sponsor's plan for unobligated funds no later than COB of the above date. Unobligated funds must be moved into a planned grant, into an amendment to an open grant, transferred to another airport, or carried over for the next FY.	



June

June

Land Buy/Sell Agreements Completed	
Due Date:	3-June REQUIRED
Any current FY land acquisition projects must have buy/sell agreements completed no later than COB of the above date.	

Bid Openings Completed (Tier 3 Discretionary Projects)	
Due Date:	3-June Coordinate with PM
Bid openings for all Tier 3 discretionary projects are to be completed no later than COB of the above date (unless coordinated with ADO Project Manager at least 1 month prior to bid advertisement) and <u>Recommendation of Award</u> submitted to the ADO within two weeks after bid opening. Ensure <u>Plans and Specs</u> are submitted at least 3 weeks prior to bidding advertisement and approved before bidding advertisement (<u>Plans and Specs</u> must be approved prior to bids).	

Initial CIP Submittal for next Fiscal Year	
Due Date:	3-June REQUIRED
Submit draft CIP through appropriate state aviation point of contact (CC the ADO planners).	



September

September

Revised CIP Finalized for next Fiscal Year		
Due Date:	30-September	REQUIRED
Submit finalized CIP (after state and ADO review) through appropriate state aviation point of contact (CC the ADO planners).		



Misc Deadlines

Misc Deadlines

Grant Applications and Transfers

Due Date:	per federal register for current FY	REQUIRED
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Ensure signed grant applications and executed transfers are completed by the required due date released in the federal register for the current FY.

DBE Goals Submitted and Approved

Due Date:	per Civil Rights DBE schedule	REQUIRED
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Ensure DBE goals are submitted and approved per Civil Rights' schedule. ADO cannot complete grant programming if goals are not submitted. ADO cannot complete a grant offer without an approved DBE goal.



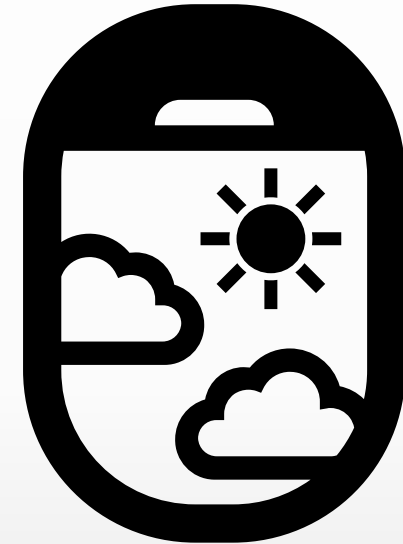
Contingencies

- Unable to meet a deadline due to emergencies, scheduling conflict, etc.
 - Contact the ADO as soon as possible. Some dates can be shifted if coordinated early enough.
- Possible delays due to Congress/Continuing Resolutions
 - Plan to execute this delivery schedule as if there are no delays.
 - ADO will notify sponsors and consultants if a deadline is shifted due to CRs



Summary

- Goal of this schedule
- Why this schedule was established
- Schedule document
 - Deadlines established in schedule
- Contingencies



Questions?

