CARES Act Information for Tennessee General Aviation Airports

The Coronavirus Aid, Relief, and Economic Security (CARES) Act (H.R. 748, Public Law 116-136) (PDF), signed into law by the President on March 27, 2020, includes $10 billion in funds to be awarded as economic relief to eligible U.S. airports affected by the prevention of, preparation for, and response to the COVID-19 pandemic. CARES Act contains four separate funding sources for Tennessee airports. **Tennessee general aviation airports will be eligible for funding provided in Parts 1 and 4.**

Part 1 - The CARES Act provides funds to increase the federal share to 100 percent for Airport Improvement Program (AIP) and supplemental discretionary grants already planned for fiscal year 2020/2021.

Part 4 – General aviation airports will receive funds based on their airport categories, such as National, Regional, Local, Basic and Unclassified.

Part 1 Request Guide

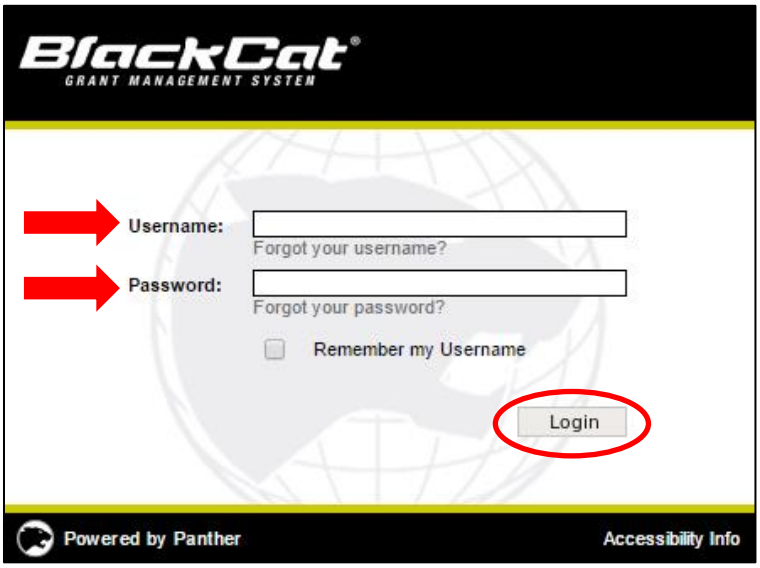
Part 4 Request Guide

CARES Act Part 1 Request Guide

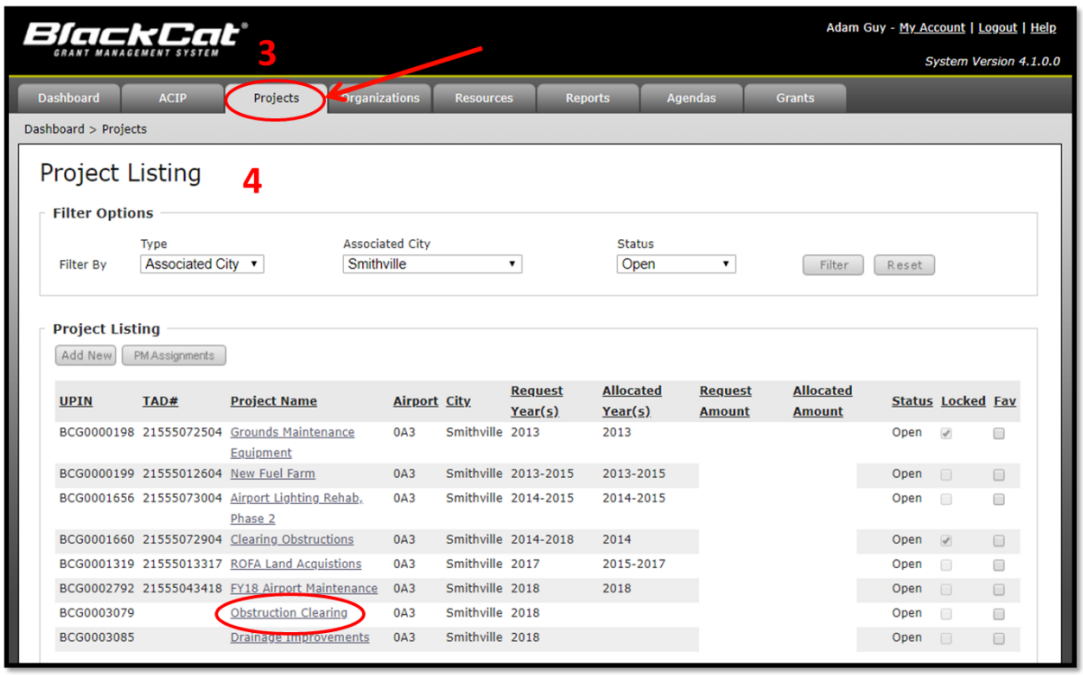
*Note: If you are requesting Part 1 funding to be used on a **new grant**, please follow the typical AIP funding request steps and guidance. **Please specify in the request letter that you are requesting Part 1 funds to be applied to the new grant.**

How to Make a CARES Act Part 1 Funding Request **(Amendments to Existing Grants)**

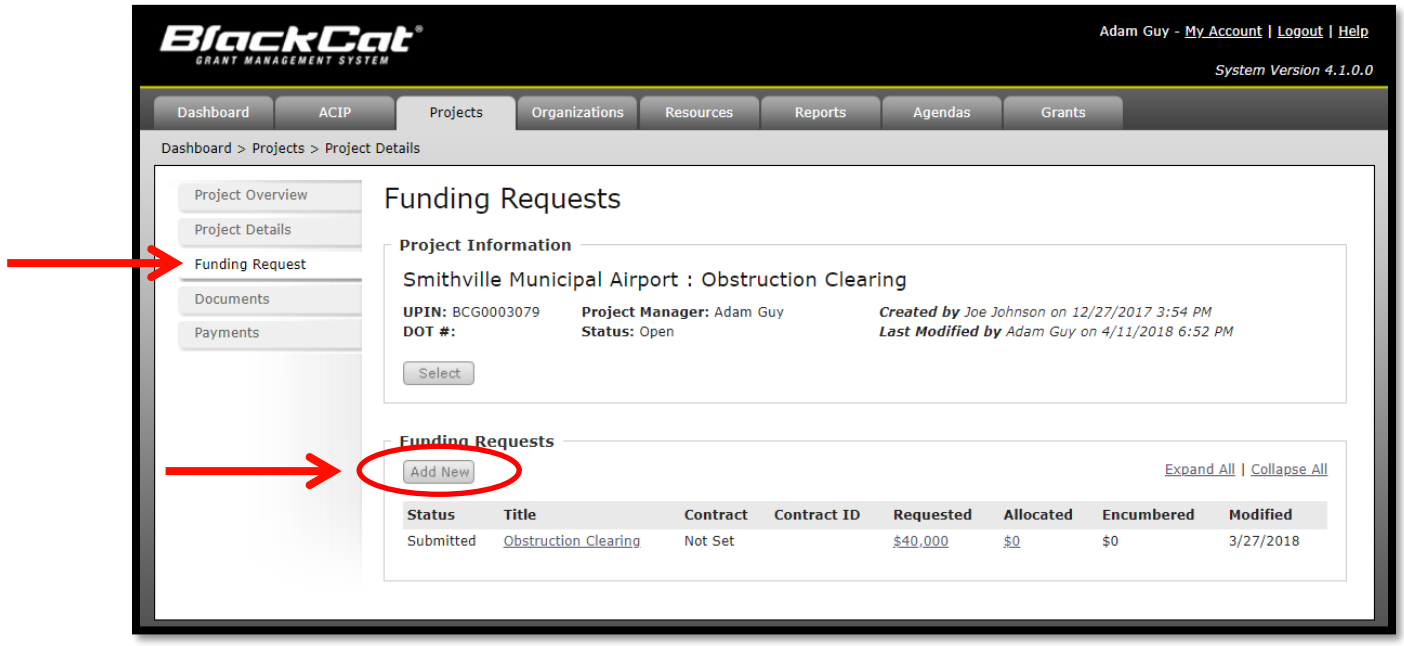
1. Log into BlackCat Grant Management System (https://tndot.blackcatgrants.com/)
   a. Provide your username and password and **click** "Login"



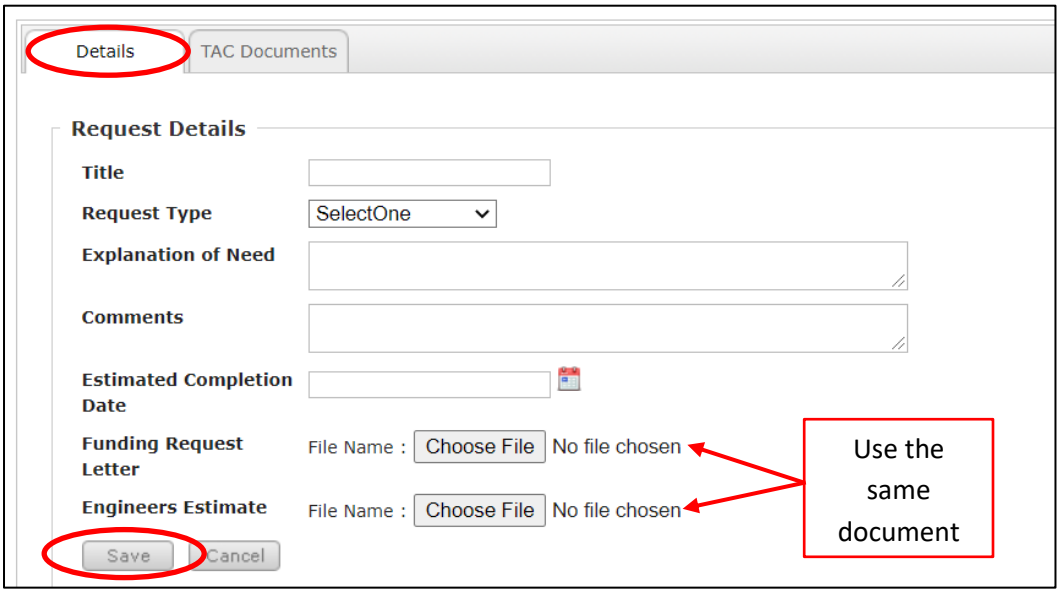
2. Navigate to the project you are requesting Part 1 funding for from the "Projects" tab



3. Once on the project page, **click** “Funding Requests” and then **click** “Add New” to start submitting an amendment request.



4. Copy the request information below under the “Details” tab. **Click** “Save”



Title: “Amendment – CARES Act Part 1”

Request Type: Select “Amendment”

Explanation of Need: “Requesting CARES Act Part 1 funding be applied to this grant.”

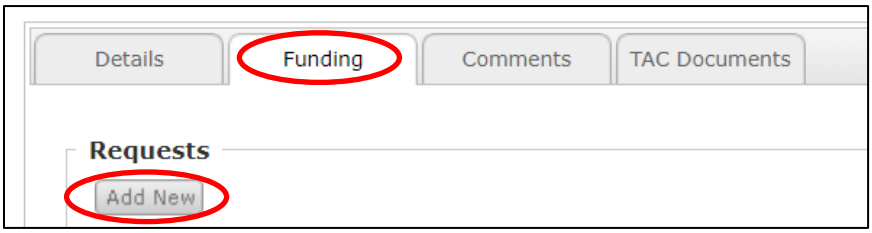
Comments: LEAVE BLANK

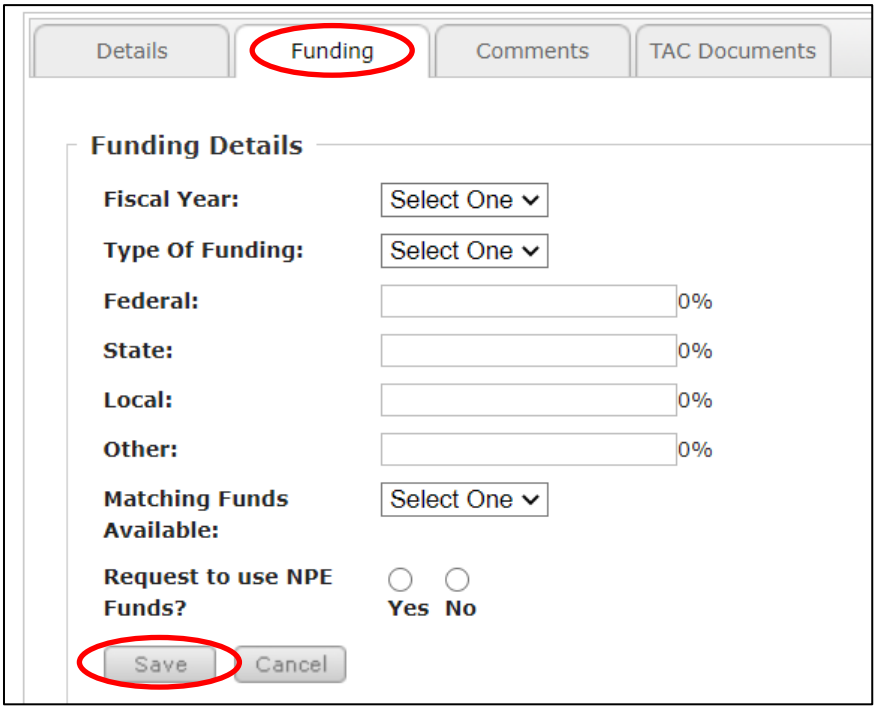
Estimate Completion Date: Based on project schedule

Funding Request Letter: Upload a letter signed by the sponsor (on the sponsor’s letterhead) specifically asking for CARES Act Part 1 funds to be applied to the project.

Engineers Estimate: To allow the system to work, upload the same document as above.

5. Once you **click** “Save” the “Funding” tab will appear. **Click** “Add New”





Fiscal Year: “2020”
Type of Funding: “Planning” for airport planning projects. “Capital” for everything else.
Federal, State, Local, and Other: Input “0” for all these fields (MUST BE IN ALL FIELDS)
Matching Funds Available: Select “Yes”
Request to use NPE Funds?: Select “No”

6. Once you fill in the above information and **click** “Save”, **click** “Submit”

Once you click “Submit”, an email will be sent to your Aeronautics Project Manager. You have successfully submitted your CARES Act funding request!

CARES Act Part 4 Request Guide

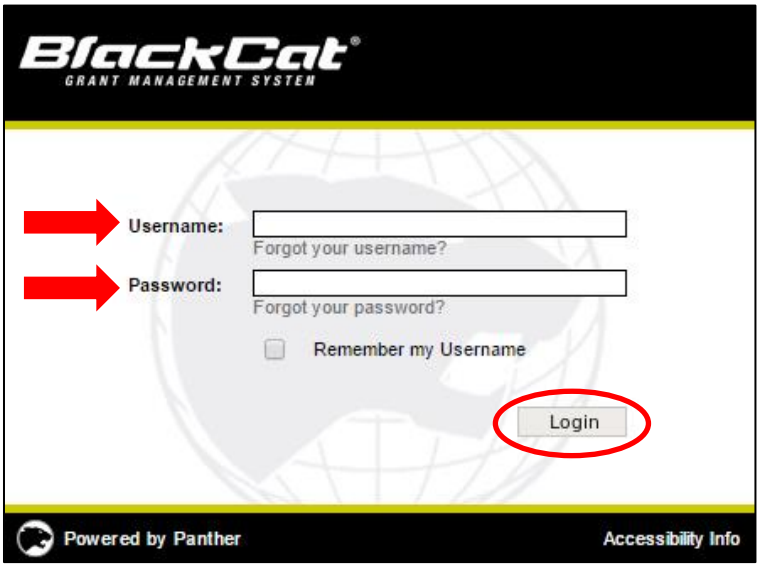
Tennessee will receive $2,562,000 in CARES Act Part 4 funding for GA Airports in a separate Block Grant award from the FAA. Airport award amounts are determined by formula based on the categories published in the most current National Plan of Integrated Airport Systems NPIAS Report.

CARES Act Part 4 funds can be used for any purpose for which airport revenues may lawfully be used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"). In addition to the detailed guidance in the Revenue Use Policy, the CARES Act makes clear that the funds may not be used for any purpose not related to the airport.

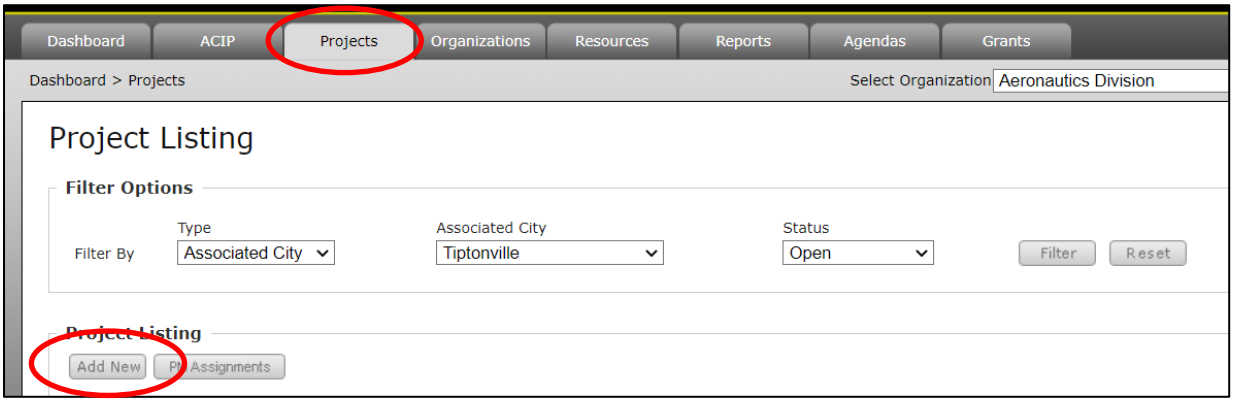
TDOT is currently authorized to issue CARES Act Part 4 funding for operation and maintenance of the airport. Airports wishing to use Part 4 funding for airport development will be required to submit a Development Addendum at a later date. Please see the FAA CARES Act website for more information.

How to Make a CARES Act Part 4 Funding Request **(Operational Expenses)**

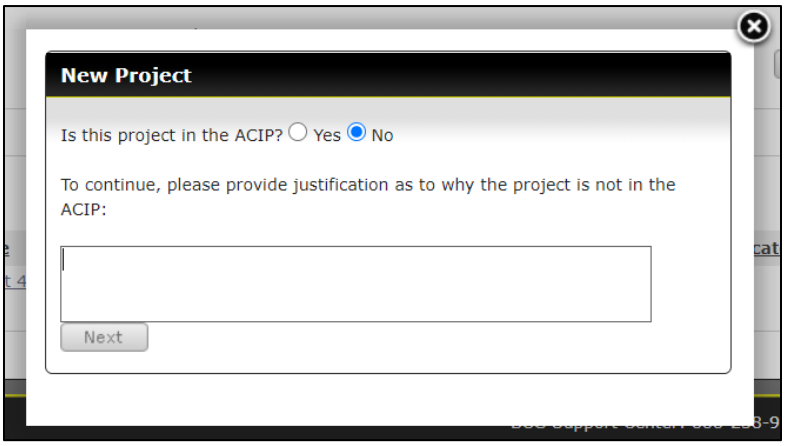
1. Log into BlackCat Grant Management System (https://tndot.blackcatgrants.com/)
   a. Provide your username and password and **click** "Login"



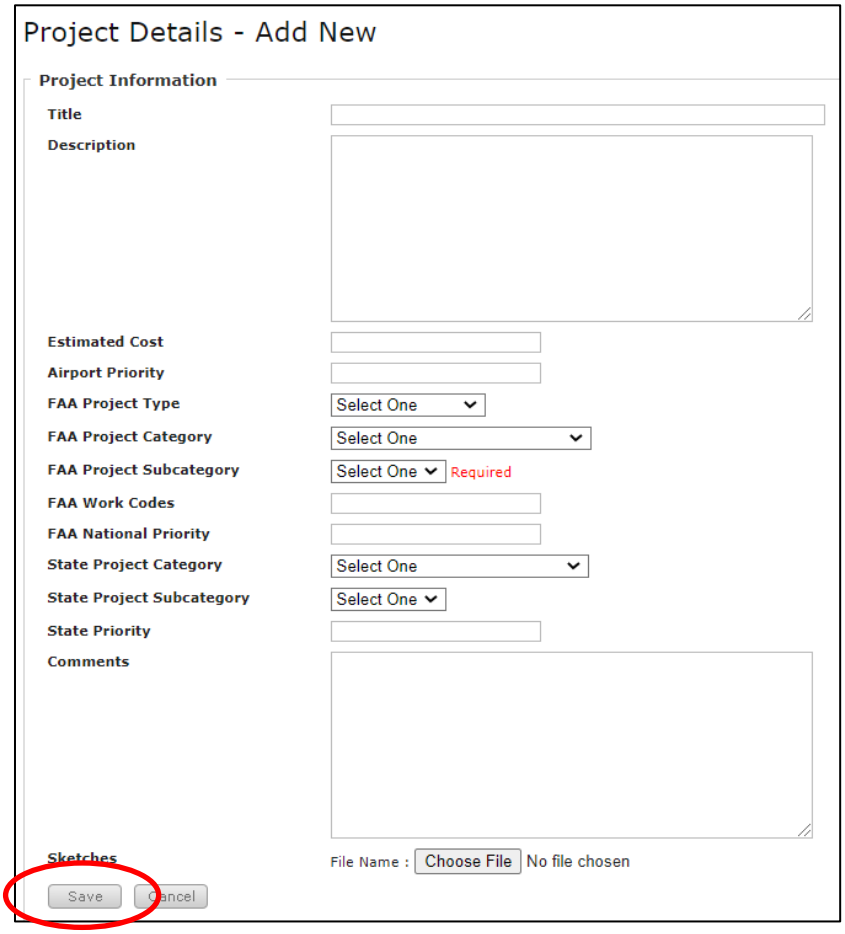
2. Create a new project under the "Projects" tab by **clicking** "Add New"



A pop-up window will appear, fill in the below information:

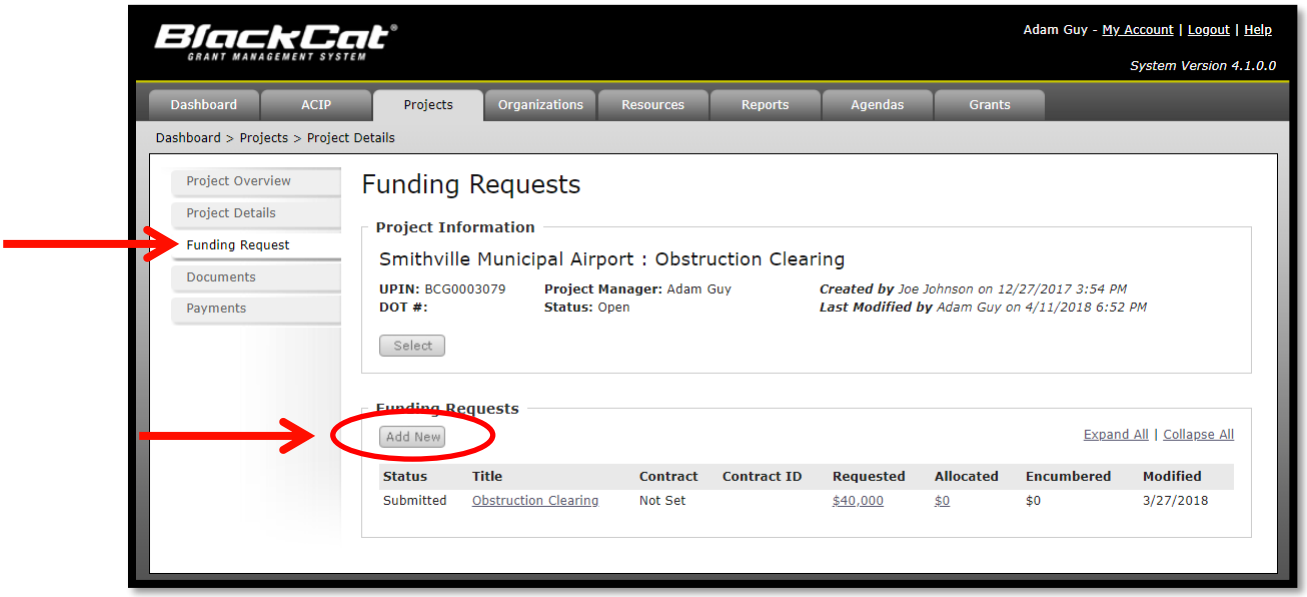


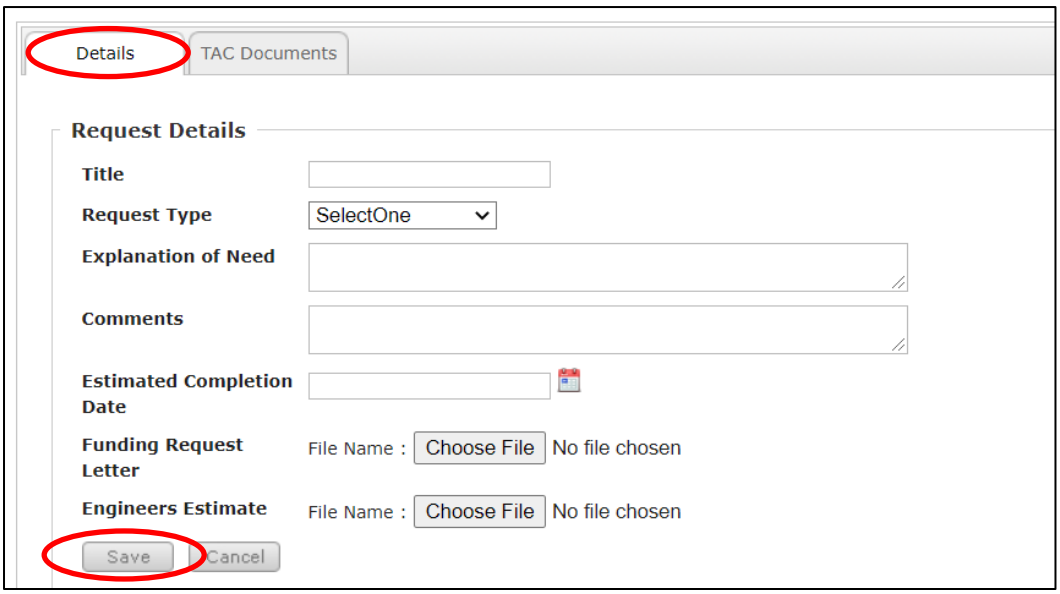
Is this project in the ACIP?: Select "No"
Provide justification: "COVID-19 pandemic"



Title: "CARES Act Part 4 – Operational Expenses"
FAA Project Type: "Construction"
FAA Project Category: "OTHER"
FAA Project Subcategory: "Improve Airport Miscellaneous Improvements"
<u>*LEAVE ALL OTHER FIELDS BLANK OR KEEP WHAT IS AUTO-GENERATED*</u>
Click "Save"

3. Once on the project page, **click** “Funding Requests” and then **click** “Add New” to start submitting an amendment request.





Title: “CARES Act Part 4 – Operating Expenses”

Request Type: Select “Original Contract”

Explanation of Need: “Requesting CARES Act Part 4 funding to help cover operating expenses during the COVID-19 pandemic.”

Comments: LEAVE BLANK

Estimate Completion Date: Select this date based on the submitted drawdown schedule.

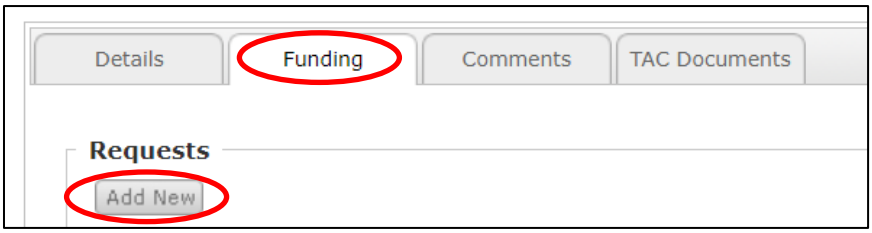
Funding Request Letter: Upload a letter signed by the sponsor (on the sponsor’s letterhead) asking for Part 4 funds and stating the intended use of the funds.

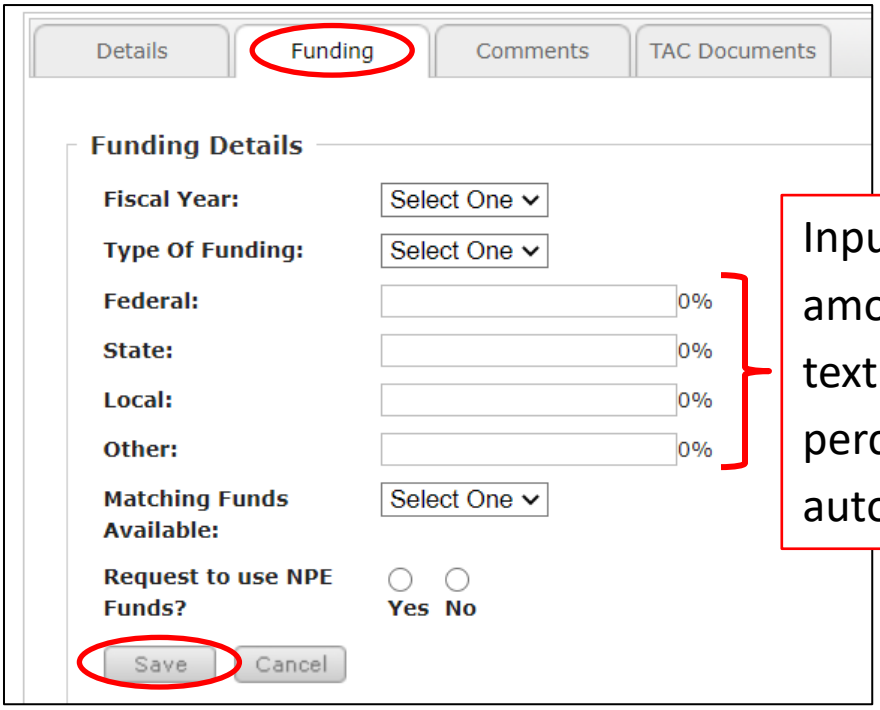
CARES Act Part 4 (Operating Expenses) Cover Letter Template

Engineers Estimate: Upload a document showing a proposed fund drawdown schedule.

Click “Save”

4. Once you **click** “Save” the “Funding” tab will appear. **Click** “Add New”





Input dollar amounts into the text boxes, the percentages will auto populate

Fiscal Year: “2020”
Type of Funding: “Capital”
Federal: See this PDF for allocated amounts per airport. Input that value here if requesting full amount for operating expenses.
State, Local, Other: Input “0” for EACH.
Matching Funds Available: Select “Yes”
Request to use NPE Funds?: Select “No”
Click “Save”

5. Once you fill in the above information and **click** “Save”, **click** “Submit”

Once you click “Submit”, an email will be sent to your Aeronautics Project Manager. You have successfully submitted your CARES Act funding request!