

TDOT AERONAUTICS DEVELOPMENT UPDATE

FUNDING REQUEST APPLICATION REQUIREMENTS

IMPORTANT: The **TDOT Aeronautics Division** has updated its requirements for sponsors applying for **Federal and State assistance**. All funding request applications must be submitted through **BlackCat** with a **complete and accurate grant application package**.

With the Federal Aviation Administration (FAA) application type, the required documents in the BlackCat system were set to “No” in order to ensure blank documents did not have to be submitted. To help with what is needed, a checklist was developed to specify the **required, recommended, situational, not required, and not applicable** documentation to upload associated to the appropriate **project phase** noted in the TDOT Airport Capital Improvement Plan (ACIP).

Airport Form Types:

The following forms are detailed below:

- **Application for Federal Assistance (Development & Planning Projects)** – Standard Form **SF 424**
- **Application for Development Projects** – FAA Form **5100-100** (Parts II-IV)
- **Application for Planning Projects** – FAA Form **5100-101** (Parts II-IV)
- **Schedule of Major Milestones** – Document showing the dates and deliverables for internal and external stakeholders to plan critical steps to ensure project progression or equipment purchase
- **Draft Work Authorization, Man-Hour Estimate, and Fee Proposal for Professional Services** – Complied document showing the professional services fees associated to funding type support
- **Cost Estimate(s), EOPCC, or Bid Tabulation (Non-Planning/Environmental Project)** – Document showing detailed proposed or actual cost(s)
- **Exhibit(s)** – it is highly recommended for the sponsor or their consultant to provide a sketch for each of the required projects to identify the limits of the proposed project and its location on the airport. This helps to answer any potential questions to keep the project review process expedited.

Additional Resources

- [AIP Handbook](#) — *Table 5-6 of the AIP Handbook outlines all required submission documents for grant applications.*
- [Instructions and Application for SF424 Form](#)
- [Instructions and Application for 5100-100 Form](#)
- [Instructions and Application for 5100-101 Form](#)
- [FAA Airports Forms Website Link](#)
- [TDOT Airport Forms Website Link](#)

Please refer to the Table on the next page for a detailed breakdown of the required documentation for each type of project.

For further details or assistance, please contact your assigned Project Manager or Planning/Environmental contact at TDOT Aeronautics Division.

Documents by Project Phase or Type

✓ = Required | (*) = Recommended | (**) = Situational | = Not Required | N/A = Not Applicable

| Application Document | Airport Planning | Preliminary Design & Study | Final Design & Bidding Services | Full Design & Bidding Services | Construction | Land/Easement Study Phase | Land/Easement Acquisition | Equipment |
|---|------------------|----------------------------|---------------------------------|--------------------------------|--------------|---------------------------|---------------------------|-----------|
| SF-424 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| FAA Form 5100-100 (Application for Federal Assistance) | N/A | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| FAA Form 5100-101 (Application for Federal Assistance - Planning) | ✓ | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Schedule of Major Milestones | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Draft Work Authorization, Man-Hour Estimate, and Fee Proposal for Professional Services | ✓ | ✓ | ✓ | ✓ | ✓ | (**) | (**) | |
| Cost Estimate(s), EOPCC, or Bid Tabulation (Non-Planning/Environmental Project) | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Exhibit(s) | | (*) | (*) | (*) | (*) | (*) | (*) | N/A |