



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



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Seale

Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

Bureau of Aeronautics
July 21, 2017

REQUESTED ACTION

Authorize the Department of Transportation to amend a grant to provide additional funding to the City of Lebanon (Vendor Code 177422), AIP-52, to grind tree stumps on an additional eight acres of uplands at the Lebanon Municipal Airport. State and Federal participation in the amount of \$19,874.79 is effective upon Governor and Council approval. 90% Federal Funds, 5 % General Funds, 5% Other Funds.

Funding is available as follows:

Table with 2 columns: Project ID/Description and Amount. Includes entries for FY 2018, 04-96-96-960030-7976 FAA Projects, and 034-500157 Land Improvements with amount \$19,874.79.

EXPLANATION

An amendment (attached) from the Federal Aviation Administration (FAA) has been awarded for an additional \$18,828.75 (or 90% of the project cost) to grind tree stumps on an additional eight acres of uplands that was originally completed as part of the AIP 52 grant (copy attached) at the Lebanon Municipal Airport.

The initial project removed tree obstructions in Runway 25 Federal Aviation Regulations (FAR) Part 77 transitional surfaces. The removal of the obstructions enhanced the safety to pilots landing and taking off from the airport, providing them clear unobstructed access to the runway environment.

In accordance to FAA Order 5100.38D, under normal conditions, the FAA/State can amend a grant at the close out of the project to adjust the grant amount to reflect final costs. Once the project is complete, the Department must wait for federal grant funding to become available from other completed projects before issuing an amendment.

The amendment is necessary to grind stumps on an additional eight acres in an upland area at the airport. FAA approved this additional work on October 19, 2016 to decrease costs on a future project by utilizing the forestry mulch machine that was currently on-site at the time. It was anticipated that the future unit cost would be higher if they had to remobilize the personnel and equipment at a later date.

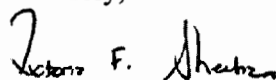
The Department of Transportation accepts the Federal Funds for this project as a pass through to the City of Lebanon in accordance with RSA 422:15. The total federal share of this project including the amendment will increase the FAA share from \$396,000.00 to \$414,828.75, which equates to an increase of \$18,828.75. State participation in the amount of \$1,046.04 (5% of this amendment) is also requested. The City of Lebanon will provide a matching share of \$1,046.05 (5% of this amendment). The total cost of this amendment for this project is \$20,920.84. The original grant (letter attached) passed Governor and Council on June 29, 2016, Item #48.

In the event that the Federal Funds are no longer available, General Funds will not be requested to support this program.

In accordance with the FAA Grant Assurances C - Sponsor Certifications, Responsibility and Authority of the Sponsor, the grant funds must be immediately available for the project to execute the grant offer; therefore all funding for this project is encumbered in the first fiscal year.

Please note that the state funds are from the General Fund and have been previously approved in HB25, 2013, 195:1, XVI- A.1 Capital Budget.

Sincerely,



Victoria F. Sheehan  
Commissioner

VFS/tls  
Attachments:



U.S. Department  
of Transportation  
Federal Aviation  
Administration

## GRANT AGREEMENT

### PART I – OFFER

|                       |  |
|-----------------------|--|
| Date of Offer         | <b>MAY 12 2016</b>   |
| Airport/Planning Area | Lebanon Municipal Airport  |
| AIP Grant Number      | 3-33-0010-052-2016   |
| DUNS Number           | 170369318  |
| TO:                   | <u>City of Lebanon, New Hampshire</u><br>(herein called the "Sponsor") |

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated May 3, 2016, for a grant of Federal funds for a project at or associated with the Lebanon Municipal Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the FAA has approved a project for the Lebanon Municipal Airport (herein called the "Project") consisting of the following:

Remove Obstructions (Trees) from Wetlands (approx. 2 acres) and Tree Stump Grinding (approx. 18 acres), which is more fully described in the Project Application.

**NOW THEREFORE**, According to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, and the Sponsor's acceptance of this Offer, and (b) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided,

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay ninety (90) percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

### CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$396,000. The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):
  - \$0 for planning
  - \$396,000 for airport development or noise program implementation
  - \$0 for land acquisition.
2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the project period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.

The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).

The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs – Sponsor.** Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application and as accepted by the FAA to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies and procedures of the Secretary. The Sponsor also agrees to comply with the assurances which are part of this agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before July 11, 2016, or such subsequent date as may be prescribed in writing by the FAA.

9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner in any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.

11. **System for Award Management (SAM) Registration And Universal Identifier.**

A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).

B. Requirement for Data Universal Numbering System (DUNS) Numbers

1. The Sponsor must notify potential subrecipient that it cannot receive a contract unless it has provided its DUNS number to the Sponsor. A subrecipient means a consultant, contractor, or other entity that enters into an agreement with the Sponsor to provide services or other work to further this project, and is accountable to the Sponsor for the use of the Federal funds provided by the agreement, which may be provided through any legal agreement, including a contract.
2. The Sponsor may not make an award to a subrecipient unless the subrecipient has provided its DUNS number to the Sponsor.
3. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5771) or on the web (currently at <http://fedgov.dnb.com/webform>).

12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi invoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

13. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.

The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in

the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.

The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.

An informal letter amendment has the same force and effect as a formal grant amendment.

14. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this grant.
15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
16. **Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
17. **Maximum Obligation Increase For Primary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
  - A. May not be increased for a planning project;
  - B. May be increased by not more than 15 percent for development projects;
  - C. May be increased by not more than 15 percent for land project.
18. **Audits for Public Sponsors.** The Sponsor must provide for a Single Audit in accordance with 2 CFR Part 200. The Sponsor must submit the Single Audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. The Sponsor must also provide one copy of the completed 2 CFR Part 200 audit to the Airports District Office.
19. **Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:
  - A. Verify the non-federal entity is eligible to participate in this Federal program by:
    1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if non-federal entity is excluded or disqualified; or
    2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
    3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
  - B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
  - C. Immediately disclose to the FAA whenever the Sponsor: (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.

**20. Ban on Texting While Driving.**

- A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
  2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
    - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
    - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

**21. Trafficking in Persons.**

- A. Prohibitions: The prohibitions against trafficking in persons (Prohibitions) apply to any entity other than a State, local government, Indian tribe, or foreign public entity. This includes private Sponsors, public Sponsor employees, subrecipients of private or public Sponsors (private entity). Prohibitions include:
1. Engaging in severe forms of trafficking in persons during the period of time that the agreement is in effect;
  2. Procuring a commercial sex act during the period of time that the agreement is in effect; or
  3. Using forced labor in the performance of the agreement, including subcontracts or subagreements under the agreement.
- B. In addition to all other remedies for noncompliance that are available to the FAA, Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), allows the FAA to unilaterally terminate this agreement, without penalty, if a private entity –
1. Is determined to have violated the Prohibitions; or
  2. Has an employee who the FAA determines has violated the Prohibitions through conduct that is either:
    - a. Associated with performance under this agreement; or
    - b. Imputed to the Sponsor or subrecipient using 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 2 CFR part 1200.

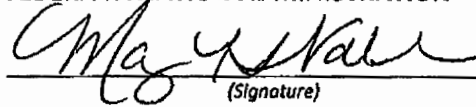
**22. AIP Funded Work Included In a PFC Application:**

Within 90 days of acceptance of this award, Sponsor must submit to the Federal Aviation Administration an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this grant award. The airport sponsor may not make any expenditure under this award until project work addressed under this award is removed from an approved PFC application by amendment.

23. **Exhibit "A" Property Map.** The Exhibit "A" Property Map dated October 13, 2009 attached to AIP grant 3-33-0010-047-2012, is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.
24. The FAA, in tendering this offer on behalf of the United States, recognizes the existence of an agency relationship between the City of Lebanon, New Hampshire, as principal, and the New Hampshire Aeronautics Commission, as agent, created by an Agreement of Agency dated June 5, 1979, which is incorporated herein by reference, and the sponsor agrees that said Agency Agreement will not be amended, modified, or terminated without the prior written approval of FAA.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**

  
*(Signature)*

Mary T. Walsh  
*(Typed Name)*

Manager, Airports Division  
*(Title of FAA Official)*



PART II - ACCEPTANCE

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

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I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>  
Executed this 18<sup>th</sup> day of May, 2016.

City of Lebanon, New Hampshire

Remio  
(Name of Sponsor)  
(Signature of Sponsor's Authorized Official)

By: Paula Marille  
(Typed Name of Sponsor's Authorized Official)

Title: Acting City Manager  
(Title of Sponsor's Authorized Official)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, Adele M. Fulton, acting as Attorney for the Sponsor do hereby certify:  
(Typed Name of Sponsor's Attorney)

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of New Hampshire. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

2nd

Dated at Lebanon (location) this 19<sup>th</sup> day of May, 2016.

By: Adele M. Fulton  
(Signature of Sponsor's Attorney)

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.



**THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan  
Commissioner*

*William Cass, P.E.  
Assistant Commissioner*

June 15, 2016  
Bureau of Aeronautics

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Transportation to award a grant to the City of Lebanon (Vendor Code 177422), AIP-52, to remove obstructions (trees) from wetlands (approximately 2 acres), grind tree stumps and seed approximately 18 acres (uplands) at the Lebanon Municipal Airport. State and Federal participation in the amount of \$418,000.00 is effective upon Governor and Council approval through June 30, 2020. 90% Federal Funds, 5% General Funds, 5% Other Funds.

|                                  |                |
|----------------------------------|----------------|
| Funding is available as follows: | <u>FY 2017</u> |
| 04-96-96-960030-7976             |                |
| FAA Projects                     |                |
| 034-500157 Land Improvements     | \$418,000.00   |

**EXPLANATION**

A Federal Aviation Administration (FAA) grant has been awarded for \$396,000.00 (copy attached), which represents 90% of the funding for AIP-52, to remove tree obstructions from wetlands (approximately 2 acres), and grind tree stumps and seed approximately 18 acres (uplands) at the Lebanon Municipal Airport.

This project will remove tree obstructions in Runway 25 Federal Aviation Regulations (FAR) Part 77 transitional surfaces. The removal of these obstructions will enhance the safety to pilots landing and taking off from the airport, providing them clear unobstructed access to the runway environment.

The breakdown of the project is as follows:

|  |  |
|--|--|
| Sponsor Administration                 | \$ 2,300.00  |
| Engineering Fees                       | \$ 51,800.00   |
| Construction (Granite State Lawn Care) | \$349,999.98 (Bid tabulation attached-FAA rounded grant offer) |
| Resident Engineering                   | <u>\$ 35,900.00</u>  |
|  | \$440,000.00   |

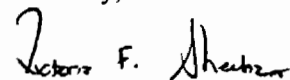
The Department of Transportation accepts the Federal Funds for this project as a pass through to the City of Lebanon in accordance with RSA 422:15. State participation in the amount of \$22,000.00 (5% of this project) is also requested. The City of Lebanon will participate in the amount of \$22,000.00 (5% of this project). The total cost of this airport improvement project is \$440,000.00.

In the event that the federal funds are no longer available, General Funds will not be requested to support this program.

In accordance with the FAA Grant Assurances C - Sponsor Certifications, Responsibility and Authority of the Sponsor, the grant funds must be immediately available for the project to execute the grant offer; therefore all funding for this project is encumbered in the first fiscal year.

Please note that the state funds are from the General Fund and have been previously approved in HB25, 2013, 195:1, XVI- A.1 Capital Budget.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan". The signature is written in a cursive style with a large initial "V".

Victoria F. Sheehan  
Commissioner

VFS/tls  
Attachments:



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Airports Division  
Federal Aviation Administration  
New England Region  
(CT, ME, MA, NH, RI, & VT)

FAA ANE-600  
1200 District Ave.  
Burlington, MA 01803

**JUL 11 2017**

**RECEIVED**

**JUL 12 2017**

NH AIRPORTS DIVISION

Ms. Paula Maville  
Interim City Manager  
c/o Airport Manager's Office  
Lebanon Regional Airport  
5 Airpark Road  
Lebanon, NH 03784  
Attn: Mr. Rick Dymant

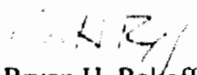
Lebanon Municipal Airport  
AIP Grant No 3-33-0010-052-2016  
DUNS No 170369318  
Letter Amendment (Amendment No. 1)

Dear Ms. Maville:

This is in response to Mr. Dymant's letter dated May 16, 2017, requesting an amendment to the Grant Agreement for the subject AIP project to: increase the maximum obligation of the United States as set forth in the Grant Agreement accepted by the Sponsor on May 18, 2016.

This letter, together with your letter, effects the amendment, as requested, and commits the Federal Aviation Administration, acting for and on behalf of the United States of America, to increase the maximum obligation of the United States by \$18,828.75 (from \$396,000 to \$414,828.75) to cover the Federal share of the total actual eligible and allowable project costs. Under the terms of the Grant Agreement, this document is incorporated into and constitutes Amendment No. 1 to the above referenced Grant Agreement. All other terms and conditions of the Grant Agreement remain in full force and effect.

Sincerely,

  
Bryon H. Rakoff  
Acting Manager, Airports Division