

A STEP-BY-STEP GUIDE

to Applying for Aviation Fuel Tax Funds

Eligible airport sponsors must complete an application to execute a grant agreement for the Aviation Fuel Tax Program. An application must be submitted for each fiscal year's funding allocation. Here's a step-by-step guide on how to apply for aviation fuel tax funds and execute a grant agreement with the Division of Aeronautics.

STEPS



- 1 Review the **Aviation Fuel Tax Program Notice of Funding Opportunity Form**, which includes detailed application instructions and eligibility information.
- 2 Complete the **Uniform Application for State Grant Assistance Form** and save as a PDF titled "GRANTEE NAME Application."
- 3 Complete the **Uniform Budget Template** and save as a PDF titled "GRANTEE NAME Budget."
- 4 Complete the **Programmatic Risk Assessment Questionnaire** and save as a PDF titled "GRANTEE NAME Programmatic Risk Assessment."
- 5 Complete the **Signature Authority For Airport Sponsors Form** and save as a PDF titled "Signature Authority GRANTEE NAME."
- 6 Package all completed forms and email to the Division of Aeronautics at dot.aero.aft@illinois.gov
- 7 Upon review and successful completion of the required forms, the Division of Aeronautics will **notify the applicant of the execution of an Aviation Fuel Tax Grant Agreement.**
- 8 Once this agreement is executed, you may submit an invoice for costs to be covered by these funds by completing the **AER-1961 Vendor Invoice Form** and submitting it via email to dot.aero.aft@illinois.gov.
- 9 Upon review and approval of the invoices submitted, **allocations will be distributed out of the fund to the applicant via check or direct transfer.**

Key Considerations for Submission and Timeline



The submittal and all required attachments must be sent via email to dot.aero.aft@illinois.gov. If required forms are missing, inaccurate or incomplete, the applicant will be contacted within five business days. An aviation fuel tax grant application is not considered complete until all required documents are confirmed as received.



The Division of Aeronautics will reply with an electronic receipt of delivery once the application documents are received. Please allow five business days for confirmation. The applicant must follow up within ten business days of submitting their application if no confirmation email has been received by emailing alex.gale@meadhunt.com.



An approved Aviation Fuel Tax Grant Agreement establishes a one-year period of performance for a fiscal year: **July 1 through June 30**. Reimbursement receipts from the one-year period of performance can be submitted at any time from July 1 through the end of the grant agreement expiration date. Once the one-year period of performance has ended, allocations and grants will be made available for the next fiscal year.

IDOT AVIATION FUEL TAX FY2023 FUNDING ALLOCATION TIMELINE

JANUARY 1 – DECEMBER 31
(calendar year)

FAA collects data on airport enplanements, cargo and operations

JULY 1 – JUNE 30
(state fiscal year)

2023 allocations available for reimbursement based on 2021 FAA data

SEPTEMBER 30

(end of federal fiscal year)

FAA data becomes available to calculate next year's allocations



For more information, including required forms, fiscal year allocations by airport and additional resources, please visit [IDOT's Aviation Fuel Tax Program Webpage](#).

