

Closing Your Federally Funded Project

THE FINAL CLOSEOUT PACKAGE MUST CONTAIN ITEMS #1 - #7.
Item #8 must be addressed before Final payment will be made.

1) Final Invoice

- Invoice Transmittal Sheet - completed and signed by Agency P.E. - [Template Link](#)
- Contractor's pay application - signed off by Agency PM
- Forms required in each LAP invoice submittal:
 - Local Programs Project Monitoring Status Reports – [Template Link](#)
 - Certification – Disbursement of Previous Periodic Payment to Subcontractors. Forms ([700-010-38](#))
 - Certification – Construction Compliance with Specifications and Plans. Form ([700-020-02](#))
- Overrun/Underrun Spreadsheet - [Template](#)
- Consent of Surety or Lien Releases from all Subcontractors to Prime Contractor, and from Prime to Agency
- Proof of payment from Agency to Contractor
- Substantial and/or Final Completion Notice from bid documents, per Agency Construction Contract - completed and signed

2) Agency Certification Letter

- Use [Template](#), and document (in detail) any work that is not being reimbursed because of deficiencies

3) Schedule of Values - This is only required for Design/Build Projects

4) Record of Final Plans and Documents

- FDOT Form ([525-010-47](#))

5) Materials Certification

For Class A, B, and Structural Components of Class C Projects:

- Materials Certification Letter – Signed by Local Agency P.E. - [Template](#)
- Project Administrator Statement - [Template](#)

For Class D Projects, and the Non-Structural Components of your Class C Project:

- Materials Certification Letter – Signed by Local Agency P.E. - [Template](#)

6) Final Inspection and Acceptance of a Federal-Aid Project

- Completed and Signed by Agency P.E. - With Exception of Bottom Section (to be Completed by FDOT) FDOT Form ([525-010-42](#))

7) As-Built Plans

- Signed and Sealed - Prepared in accordance with applicable contract specifications uploaded into LAPIT

8) Reconcile commitments and payments in EOC

Please submit the pertinent closeout documents to Rick Grooms via email and **be sure to copy the D5 Special Projects group at:** D5-ConstructionSpecialProjects@dot.state.fl.us