The final closeout package must contain items 1-7.

Items 8 and 9 must be completed before final payment can be issued.

1. **Final Invoice**

* Invoice Transmittal Sheet - completed and signed by Agency PM. - [Template Link](https://pdl.fdot.gov/api/form/downloadAttachment/10980809)
* Contractor's pay application - signed off by Agency PM
* Forms required in each LAP invoice submittal:
* Local Programs Project Monitoring Status Reports – [Template Link](https://pdl.fdot.gov/api/form/downloadAttachment/10980810)
* Certification – Disbursement of Previous Periodic Payment to Subcontractors. Form ([700-010-38)](https://pdl.fdot.gov/api/form/downloadAttachment/10981135)
* Certification – Construction Compliance with Specifications and Plans. Form [(700-020-02](https://pdl.fdot.gov/api/form/downloadAttachment/10981202))
* Overrun/Underrun Spreadsheet - [Template](https://ftp.fdot.gov/public/file/rfrLhMOwB0OldEdhEVwaBw/Overrun%20Underrun%20Spreadsheet.xls)
* 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

1. **Agency Certification Letter**

* Use [Template](https://ftp.fdot.gov/public/file/J8DJ8bCArEWxl8_FaiR_9w/Sample%20Agency%20Certification%20Letter.pdf), and document (in detail) any work that is not being reimbursed because of deficiencies

1. **Schedule of Values -** This is only required for Design/Build Projects
2. **Record of Final Plans and Documents**

* FDOT Form [(525-010-47)](https://pdl.fdot.gov/api/form/downloadAttachment/10980801)

1. **Materials Certification**

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

* Materials Certification Letter – Signed by Local Agency P.E. - [Template](https://ftp.fdot.gov/public/file/u7cXn6GdgUuqxo6V_zLERQ/Materials%20Certification.docx)
* Project Administrator Statement - [Template](https://ftp.fdot.gov/public/file/-3SC0Yy90Uux-34rvJVXkA/PA%20Statement.docx)

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

* Materials Certification Letter – Signed by Local Agency P.E. - [Template](https://ftp.fdot.gov/public/file/u7cXn6GdgUuqxo6V_zLERQ/Materials%20Certification.docx)

1. **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)](https://pdl.fdot.gov/api/form/downloadAttachment/10980793)

1. **As-Built Plans**

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

1. **Reconcile commitments and payments in EOC**
2. **Completed Compliance Checklist**

Please submit the pertinent closeout documents to the LAP Special Projects group via email at:   
[D5-ConstructionSpecialProjects@dot.state.fl.us](mailto:D5-ConstructionSpecialProjects@dot.state.fl.us)