

PROJECT CLOSEOUT

PART 1 FINAL REIMBURSEMENT SUBMISSION

(CONSTRUCTION PROJECTS)

Program: _____
Application #: _____
Project Manager: _____

Project Name: _____

State Number: _____

Federal Number: _____

CHECKLIST TO BE FILLED OUT BY PROJECT SPONSOR AND RETURNED TO NHDOT WITH FINAL REIMBURSEMENT REQUEST

Documents required for processing final reimbursement

Checklist Completed By: _____

Project closeout forms

- Contractor's Final Lien Waiver submitted with signatures
- Certificate of final completion of work submitted with signatures
- Consent of Surety Company to Final Payment submitted with signatures

Other forms & required documents

- As-Built Drawings submitted
- Before & After photos submitted (Prints or Digital)
- Materials Certification for Municipally Managed Projects
- Completion and Acceptance letter from project sponsor with:
 - Statement all punch list items have been addressed
 - Date construction was completed & accepted by sponsor
 - Statement that project is turned over to the sponsor for maintenance
- Financial summary showing funding breakdown by phase.
 - Both participating and non-participating work must be shown
- Send final reimbursement request, documents and completed checklist to NHDOT

CHECKLIST TO BE FILLED OUT BY NHDOT FOR FINAL REIMBURSEMENT PROCESSING

Financial checks for final reimbursement

Checklist Completed By: _____

- Check that Municipality or sub-recipient has provided the latest complete single audit report (SAR) in accordance with OMB circular A-133 or a letter stating that an SAR was not required
- Labor Compliance (Approval to pay final reimbursement request)
- Verify last estimate was approved by FHWA
- Verify no negative amounts exist for any of the phases
- Send final reimbursement letter to project sponsor and final reimbursement memo to Finance & Contracts
- Send Project completion form to project sponsor for signatures

<input type="checkbox"/> Load As-Built Plans into Plan Inventory
