

Federal-Aid Project Closeout Checklist

Project of Division Interest ('PoDI')



Federal Aid Project (FAP) Number: _____

DC Project Number: _____

Project Title: _____

Construction – PoDI

- Final Invoice(s) Received (All)
- All** Project POs closed out (via PO Closeout SOP)
 - PO Closeout Doc 1: Letter to Vendor
 - PO Closeout Doc 2: Final Payment & Release of Claims
 - PO Closeout Doc 3: Unresponsive Vendor (if applicable)
- FHWA Final Acceptance (Final Inspection)
- FHWA Materials Certification (**QA/QC**)
- Job Code Deactivation request sent to OCFO by PM
- DBE Certification Letter & OJT Compliance Letter (**OCR**)
- Construction Retainage Release Letter (**OCP**)
- Final Punch List
- Final Signal and Streetlight Certification Letter
- Substantial Completion Certification
- Sub-Contractor Final Payment Acceptance and Release of Claims
- Contract Close-Out Notification Letter (**OCP**)
- All Approved Modifications
(Change Orders, Tasks Orders, and/or Time Extensions)

If Applicable Only:

- DC Water Final As-Built Certification
- Utility Company (non-DC Water) Certification
- Final Certification of Rights of Way

Non- Construction – PoDI

- Final Invoice(s) Received (All)
- All** Project POs closed out (via PO Closeout SOP)
 - PO Closeout Doc 1: Letter to Vendor
 - PO Closeout Doc 2: Final Payment & Release of Claims
 - PO Closeout Doc 3: Unresponsive Vendor (if applicable)
- FHWA Final Acceptance
- Job Code Deactivation request sent to OCFO by PM
- DBE Certification Letter & OJT Compliance Letter (**OCR**)
- Sub-Contractor Final Payment Acceptance and Release of Claims
- Contract Close-Out Notification Letter (**OCP**)
- All Approved Modifications
(Change Orders, Tasks Orders, and/or Time Extensions)

Team Leader or Designee

Date