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| **Local Capital** **Close-Out**  | * Letter of the project’s acceptance from DDOT
* Copy of the final voucher (remaining money to be paid to the vendor/contractor)
* All Change Orders are reflected in the final partial payment.
* Documentation of all claims, arbitration and mediation (approved with copies in the file).
* Contract time used, extension/reductions granted, liquidated damages, and/or incentive/disincentives
* Deliverables listed in the Scope of Work and any changes added that are completed
* DDOT will also submit a Form FHWA 1446 (see Appendix A) with the following information filled in: State Project #, FMIS Project #,Date construction started, Date construction was completed, Owner acceptance, Ward(s),Funds expended, Time elapsed, Project title and location

**ADDITIONALLY FOR CONSTRUCTION PROJECTS*** A final inspection report and review of final partial payment and records:

 -All conditions of the Final Inspection (for construction projects) have been satisfied. -Final acceptance of ITS/technology related elements of the project should be based on the test plans initially developed during the  Design phase of the project where hardware specifications and software requirements have been defined. -Materials certifications (comply with 23 CFR 637) -Overrun/under-run summary -Verification of completion and/or status of environmental commitments, if any. |