

120-DAY CLOSEOUT TIMELINE

Federal and State Infrastructure Projects

Project Completion Date: _____

Overview

Federal regulations require that closeout activities be completed within 120 days of project completion. This timeline breaks down the 120-day period into manageable phases with specific tasks and deadlines.

Days 1-30: Immediate Post-Project Activities

Complete within 30 days of project completion

- Conduct final project site inspection
- Organize all project files and documentation
- Submit final invoice/payment request
- Collect all certified payrolls from contractors
- Obtain final contractor documentation (lien releases, warranties)

Days 31-60: Financial and Performance Reporting

Complete by Day 60

- Complete Financial Reconciliation Worksheet
- Draft Final Performance Report
- Document performance measure achievements
- Prepare budget variance explanations (if >10%)
- Complete SF-428 (if equipment was purchased)

Days 61-90: Compliance Documentation

Complete by Day 90

- Compile all NEPA environmental review documentation
- Prepare final BABA compliance certification
- Organize all procurement records and competition documentation
- Verify all Davis-Bacon certified payrolls are complete

Days 91-120: Final Deliverables and Submission

Complete by Day 120

- Compile as-built drawings (construction projects)
- Gather all warranties and O&M manuals
- Complete Closeout Checklist
- Organize record retention system (3-5 year requirement)



SUBMIT COMPLETE CLOSEOUT PACKAGE TO FUNDING AGENCY

Tips for Success

Start Early

Begin organizing documentation throughout the project, not just at the end.

Communicate Regularly

Stay in contact with your project manager and ask questions early.

Use Checklists

Reference the Project Closeout Checklist to ensure nothing is missed.

Set Internal Deadlines

Build in buffer time before the 120-day deadline in case issues arise.

