

PROJECT CLOSEOUT CHECKLIST

Federal and State Infrastructure Projects

1. FINANCIAL CLOSEOUT

- Submit final Financial Status Report (SF-425 or state form)
- Reconcile all project expenditures with budget
- Submit final invoice/payment request
- Return any unused funds to funding agency
- Resolve any audit findings or questioned costs

2. PERFORMANCE REPORTING

- Submit Final Performance Report detailing project outcomes
- Document achievement of performance measures (jobs, housing units, etc.)
- Report on Low-to-Moderate Income (LMI) beneficiaries (if applicable)

3. PROPERTY AND EQUIPMENT

- Submit Tangible Personal Property Report (SF-428) if applicable
- Dispose of equipment per federal/state requirements

4. COMPLIANCE DOCUMENTATION

- Environmental Review (NEPA): Submit completion documentation
- BABA Compliance: Final certification of compliance
- Davis-Bacon: Submit all certified payrolls and compliance statements
- Procurement: Document that all procurement followed federal/state requirements

5. RECORD RETENTION

- Confirm all records organized and stored per retention requirements (typically 3-5 years)
- Create index of all project files
- Designate responsible party for record retention

6. FINAL DELIVERABLES

- Submit as-built drawings (construction projects)
- Provide warranties and O&M manuals
- Submit final photos documenting completed project
- Provide copies of permits and approvals



7. FINAL SUBMISSION

- Submit complete closeout package to funding agency
- Obtain written confirmation of closeout acceptance

CERTIFICATION

I certify that all closeout requirements have been completed and all documentation is accurate and complete.

Authorized Representative Signature: _____

Date: _____

