

# **Closing Your Federally-Funded Project**

Once your LAP Project is finished and accepted by you, the Local Agency, you will need to forward a "Closeout Package" to FDOT. A complete submittal will facilitate payment of your final invoice and satisfy FHWA and FDOT requirements for project closeout. The following information needs to be included in your package:

## **Final Invoice**

- Invoice Transmittal Sheet – completed and signed by Agency P.E. – [template provided](#)
- Contractor's pay application – signed off by Agency PM
- Forms required in each LAP invoice submittal:
  - Certification - Disbursement of Previous Periodic Payment to Subcontractors (700-010-38)
  - Certification - Construction Compliance with Specifications and Plans (700-020-02)
- Overrun/Underrun Spreadsheet – [template provided](#)
- Lien Releases from all Subcontractors to Prime Contractor, and from Prime to Agency
- Proof of payment from Agency to Contractor
- Substantial and/or Final Completion Notice from bid documents – completed and signed

## **Agency Certification Letter**

- Use [template provided](#) and document (in detail) any work that is not being reimbursed because of deficiencies

**Schedule of Values** - This is only required for Design/Build Projects

## **Record of Final Plans and Documents**

- FDOT Form #525-010-47

## **Materials Certification**

### **For Projects not part of the State Highway System (*Off-System*):**

- Local Agency Program Project Materials Certification Checklist - Completed and Signed by Agency P.E. – [form provided](#)

### **For On-System or Critical Projects\***

- Project Administrator's Materials Statement – Completed and Signed by CEI – Project Administrator level or higher – [form provided](#)

## **Final Inspection and Acceptance of a Federal-Aid Project**

- Completed and Signed by Agency P.E. – With Exception of Bottom Section (to be Completed by FDOT) - [form provided](#)

## **As-Built Plans**

- Signed and Sealed - Prepared in accordance with applicable contract specifications – uploaded into LAPIT

All forms and templates referred to on this list are available on our website:

[http://www.dot.state.fl.us/construction/DistrictOffices/d5web/programs/special\\_projects.shtm](http://www.dot.state.fl.us/construction/DistrictOffices/d5web/programs/special_projects.shtm)

Please submit these documents to Vince Vacchiano or Rick Grooms @:

*Florida Department of Transportation  
Construction – Special Projects MS-506  
719 South Woodland Blvd.  
DeLand, FL 32720*

\* A project is considered critical if it contains a bridge, a box culvert or construction value of \$10 million or more