

NJDOT FEDERAL AGREEMENT CLOSEOUT PACKAGE DOCUMENTATION CHECKLIST

Federal Agreement No.:

UPC No.:

Project:

Project Funding: PROJECT OF DIVISION INTEREST (PODI)
STATE DELEGATED (SD)

Design Phase (CPM/TOSS)
Construction (CPM/TOSS)
Utility Construction Contracts (CPM/TOSS)

PMGA
Right of Way (CPM)
Civil Right

Sr. No.	Required Document	Yes/Attached	In Controlling Unit's Master File	Not Applicable
Design Phase (CPM/TOSS)		Job No.:		
1	Copy of the Final AD12 canceling remaining encumbrance balances pertaining to the design phase.			
2	Copy of the Final invoice and Release Clause for the design phase. Note: If a Consultant Agreement must remain open in order to complete a subsequent federal project phase under the existing contract, then a Final AD-12 must be processed which includes a Release for a specific phase only.			
3	FHWA preapproval for closeout (PODI projects only)			
4	No In-house salary suspense			
5	Additional justification if Design projects cannot advance to construction: Note: For those projects which temporarily cannot advance to construction, for which work has been completed and those that are nearing an end date expiration, CPC-0007 should be submitted listing reasons why, anticipated related construction authorization date, construction job number and/or federal project number (if available at the time of submission). At that time such design project will be conditionally moved to Final Acceptance with impediments and once the related Construction is authorized JM/PM will notify CPC so CPC can notify FHWA to remove condition and impediments in the design project's close out submission.			
6	This federal agreement (unique project) is an exception to the design checklist items: Exception Explanation:			
Construction (CPM/TOSS)		Job No.:		
1	DC-123 (Contractor's Final Certificate of Compliance)			
2	Materials Certification (LB-96) [For PODI & SD Projects] a. Exception Page Included b. Justification for an Non-Certified Items Related to Buy America is attached.			
3	Regional Construction Engineer's Certificate [For PODI & SD Projects]			
4	Construction Final Estimate [For PODI & SD Projects]			
5	Contractor's Final Invoice (Payment Voucher) with Release Clause [For PODI & SD Projects] In the absence of contractor's Final Release/Conditional Final Release, Department's notice that the Contractor's failure to provide a Final Release or a Conditional Final Release constitutes a waiver of all claims. [For PODI & SD Projects]			

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6	Copy of Executed AD-12 (AD-12 for Department Acceptance and Final Payment) [For PODI & SD Projects]			
7	All Change Orders in file.			
8	Certification that comments from final acceptance addressed [Only for PODI Project] RE's written confirmation that all FHWA final inspection deficiencies are addressed.			
9	Certification of Final Acceptance of ITS [Only for PODI Project] Copy of all ITS testing forms or memo from Mobility Systems Management indicating that project has no ITS involvement or forms.			
10	All Claims/Arbitration/Mediation documentation.			
11	Environmental Documents (Certification of Completion) [Only for PODI Project] PM's written verification that ALL environmental commitments are met or status update of outstanding environmental commitments.			
12	DBE Documentation [For PODI & SD Projects] Civil Rights form CR-268 (Formerly AD-268) Final DBE Report with Good Faith Effort Documentation if the goal is not met.			
13	Summary of Non-Participating Cost [Only for PODI Project]			
14	Summary of Contract Time [Only for PODI Project] Contract dealing with Contract Time use, extensions/reductions in time, liquidated damages, incentives/disincentive & time payment adjustments.			
15	A copy of an executed AD-12 for consultant agreement closeout [For PODI & SD Projects] - for Consultant Agreement Addendum CAA (Design Consultant) - for Construction Inspection Consultant			
16	A copy of the paid Final Invoice with Release Clause for consultant agreement (or a separate release statement) . [For PODI & SD Projects] - for Consultant Agreement Addendum CAA (Design Consultant) - for Construction Inspection Consultant			
17	FPED is Current Closeout Extension requested, if Federal Closeout cannot be completed in 90 days of FPED expiry date.			
18	No In-house salary suspense			
Utility Construction Contracts: (CPM / TOSS)		Job No.:		
1	Copy of the Final AD12 canceling remaining encumbrance balances.			
2	Copy of the Final invoice OR release statement (email or letter)			
3	FHWA preapproval for closeout (PODI projects only)			
4	DC17U for each Contract			

Sr. No.	Required Document	Yes/Attached	In Controlling Unit's Master File	Not Applicable
PMGA		Job No.:		
1	Federal Project End Date Monitoring (EIS129A) Report			
2	Final Invoice Payment Package - AD-37 for final payment voucher; Payment Voucher PV(C); Form AC 1641-Expense Distribution Form; FMIS Printout- PA 17; NCFs printout – OPOL screen; Payment Summary with all contract items/ as-built or purchase order; CFO Certification - original; Executed Copy of the Final Federal Change Order (DC-173A) and Sub-recipient's Invoice.			
3	<p>The Step 7A Request letter is submitted by the Project Manager to the office of Capital Program Coordination - including Sub-recipient's Certification of Project Completion (Engineer's Certification) and Sub-recipient's Certification of Final Project Cost (CFO Certification).</p> <p>a. If the project is a PODI, the Step 7A letter should be sent directly to FHWA's area engineer for concurrence. After approval by FHWA, it should be sent to Capital Program Coordination.</p> <p>b. If the project is not a PODI, the Step 7A letter should be submitted to Capital Program Coordination.</p>			
4	Executed AD-12 Closeout Request			
5	<p>End Date Extension Request (if needed)</p> <p>a. If the project cannot be closed during this 90-Day period, a letter to the FHWA Finance Manager must be drafted by the Division Director's Office, asking for the 90 days close out extension.</p> <p>b. If the project already exceeds this 90 days close out period, the Assistant Commissioner's Office will draft a letter to the FHWA Division Administrator, asking for the 90 days close out extension.</p>			
Right of Way (CPM)		Job No.:		
1	ROW clearance certification letter signed by ROW Director. [For PODI & SD Projects]			
2	ROW certification obtained from NJDOT Project Manager signed by RE. [For PODI & SD Projects]			
3	RE27 to deobligate Funds and Close the Project. [For PODI & SD Projects]			
4	FHWA Pre-Approval for closeout. [Only for PODI Project]			
Civil Rights		Job No.:		
1	Copy of the Final AD12 canceling remaining encumbrance balances for each contract			
2	Copy of Final invoice and release clause (if closing out contract)			
3	FHWA preapproval for closeout			
4	Verification of FMIS PA20 showing no suspense			

JM Signature

Name (Print)

Date