

17.35 FAA Project Closeout Requirements

1. Summary Of Project Closeout Requirements

The following is a summary of the general requirements for all AIP project closeout packages, a checklist can be found in Section 17.34:

- a) Final payment request SF-271, except for letter of credit grants.
- b) Final payment summary worksheet for all projects. Summarize administration, planning, engineering, force account, construction, force account construction, land, and equipment costs, as applicable (see Appendix 5-C of the Alaska Airport Sponsor Guide)
- c) Summary of DBE utilization including names of DBE firms used, contract amounts, and percent attained.
- d) List of all Grant Special Conditions and actions taken to comply with each special condition.
- e) Amendment letter justifying a request for grant increase if allowable costs exceed the grant amount. (planning grants may not be amended).
- f) Final project report for planning, construction, land, or equipment (see items 2., 3., 4., and 5. below).
- g) Required Sponsor Certifications, unless previously submitted (see Appendix 2-A of the Alaska Airport Sponsor Guide).
- h) Although not submitted as part of the Project Closeout Report an annual audit is required under the Single Audit Act. Accounts and records must be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act. See Grant Assurances 13 and 25 for record keeping and audit requirements.

2. Final Construction Report

The following documentation, in addition to the applicable items in Section 1 above, must be submitted to closeout an AIP grant including construction.

- a) Project History, including:
 - 1) Work items constructed.
 - 2) Work bid, but not constructed with reasons for deletion.

- 3) Table showing as a minimum the following dates: contract award, notice to proceed, scheduled and actual completion for each contract, final inspection and final acceptance. Approved time extensions should also be listed and explained if applicable.
 - 4) A brief narrative on construction activities, problem areas, unusual conditions, unique features, and actions taken to address any environmental mitigation measures.
 - 5) List of prime contractor and all subcontractors.
 - 6) Explanation of any labor problems if applicable.
 - 7) Explanation of any liquidated damages assessed.
 - 8) Copy of bid tabulation including engineering estimate, unless previously submitted.
- b) Administrative. See AC 150/5100-10B for definition of administrative items.
- c) Engineering Design and Construction Management
- 1) Contract date, amount, and FAA approval date for consultant engineering design and construction management contracts and any amendments.
 - 2) Approved amount and FAA approval date for the use of force account design and construction management force account services.
- d) Construction
- 1) Summary of all change orders and supplemental agreements. Include costs, change order dates, and FAA approval dates (if applicable).
 - 2) Summary of final quantities. Include design quantities and justification if final quantities significantly vary from design.
 - 3) Final inspection report. Include a list of any punch list items and schedule of corrective actions giving method, responsible party, and date of correction.
 - 4) Copy of contractor's statement that no further payment is due and that all subcontractors and material suppliers have been paid in full.
 - 5) One copy of the as-constructed plans on cd-rom.
 - 6) Summary of test results. The sponsor is not required to include all testing or inspection results in this report, only those shown in the summary tables for acceptance and control or required specifically by the FAA. All testing and

inspection is required to be completed and the files maintained for future reference by FAA or audit. (See Appendix 5-D of the Alaska Airport Sponsor Guide for example format).

- 7) FAA approval date for the use of construction force account construction (if applicable for equipment and operators).
- 8) Summary of the force account construction work performed, if applicable. Include the type of work, and hours and costs for labor and equipment.
- e) One signed copy of the revised Exhibit "A" Property Map, if applicable.
- f) FAA approval date for revised ALP resulting from the as constructed project.
- g) Date that the Airport Master Record (FAA form 5010) and sketch were updated.
- h) FAA approval date for the updated Sign Plan (for Part 139 certificated airports) resulting from the as-constructed project, if applicable.

3. Final Equipment Closeout Report

The following documentation, in addition to the applicable items in paragraph I. above, must be submitted to closeout an AIP grant including equipment:

- a) Summary of amounts and FAA approval date for all contracts and change orders.
- b) Table showing as a minimum the following dates: contract award, notice to proceed, scheduled and actual delivery, final inspection and final acceptance.
- c) Summary of the acceptance test results.
- d) Inventory of Non-Expendable Personal Property (see Appendix 5-F of the Alaska Airport Sponsor Guide).