

Division of Water Infrastructure

Project Closeout Checklist

Owner: _____ Project No.: _____

Project Name: _____

Owner certifies that the following checked-off items have been received* or have occurred (put N/A if not applicable). Do not submit items 1-14 to DWI:

- _____ 1. As-Built/Record Drawings (certified/sealed)
- _____ 2. O&M Manuals
- _____ 3. Test Reports: pipe/pressure tests recorded, concrete, compaction, etc.
- _____ 4. Field Notes from the designated Construction Observer (often called "daily logs")
- _____ 5. Approved Shop Drawings and Submittals
- _____ 6. Warranty Information (both from contractor and manufacturers of equipment)
- _____ 7. Release of Liens & Consent of Surety to Final Payment from contractor
- _____ 8. Spare Parts Inventory and List (i.e., spare parts normally provided gratis by manufacturers)
- _____ 9. Training sessions completed
- _____ 10. Release/Approval from NC-DOT and/or Rail Roads
- _____ 11. Contact DEQ Regional Office to inform them of facility startup
- _____ 12. Davis-Bacon certified payrolls, complete
- _____ 13. AIS/BABA manufacturers certifications, complete
- _____ 14. Telecommunication and surveillance equipment and services comply with 2 CFR § 200.216

Authorized Representative (Print)

Authorized Representative (Signature)

Date

Submit the following through DWI Payment Portal (EBS): <https://www.ebs.nc.gov>

- _____ 15. Final disbursement request and supporting invoices, plus final sales tax report

Submit the following through the DWI Laserfiche Portal: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>

- _____ 16. Final adjusting change order (must match final disbursement request)

(For item 16, in the portal, enter the Contact Name: the name of the DWI inspector for this project)

- _____ 17. This Project Closeout Checklist, signed & dated by the Authorized Representative
- _____ 18. DWI's Owner's Certification of Completion (Form on website**)
- _____ 19. DWI's Engineer's Certification (Form on website**)
- _____ 20. Clear Site/Easement Certification (a) by Owner & (b) by Owner's Counsel, if changes were made
- _____ 21. Fiscal Sustainability Plan Certification (CWSRF only)

(For items 17-21, in the portal, enter the Contact Name: Pam Whitley)

*Document format, whether electronic, hard copy, or combination, is left up to the Owner.

**Website with forms: <https://www.deq.nc.gov/about/divisions/water-infrastructure/i-have-funding/construction-disbursement-funds#srf-and-state-reserve-forms>