Closeout Process for Formal and Informal Agency Projects

Standard Project Type
Closeout Process

Closeout happens when the project is completed

- Package Status is ready for closeout
- Project Progress is at 100%
- All HUB data has been entered
- All Evaluations have been completed

Interscope Closeout Process
Construction Closeout Workflow

**Designer**
- Update
- Submit

**State Construction**
Final approval

**Approve**

Interscope Closeout Process
**Final Acceptance Date**

Program #: 14293 - Administration General - Test Training 3/22/2017
Project #: 17-17128 - Administration General - Training - Guenther
Design #: 17-17128-01 - DavisFaile Architects, PA
Package: 17-17128-01 - Training - Guenther

**Interscope Closeout Process**

<table>
<thead>
<tr>
<th>PHASE</th>
<th>MILESTONE NAME</th>
<th>PLANNED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN REVIEW</td>
<td>Advanced Planning submittal to SCO</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td>Advanced Planning approval by SCO</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td>Schematic Design submitted to SCO (FIRST submittal)</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td>Schematic Design Approved by SCO (Final Approval)</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td>Design Development Submitted to SCO (FIRST submittal)</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td>Design Development Approved by SCO (Final Approval)</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td>Construction Documents Submitted to SCO (FIRST submittal)</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td>Construction Documents Approved by SCO (Final Approval)</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td>BIDDING AND CONTRACTS</td>
<td>Approved for Bid</td>
<td>/ /</td>
<td>06/14/2017</td>
</tr>
<tr>
<td></td>
<td>Advertise for Bid</td>
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<td>/ /</td>
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<tr>
<td></td>
<td>Projected Bid Date</td>
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<td>Award Letter</td>
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<td></td>
<td>Contracts Approved by Owner</td>
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<td>/ /</td>
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<td>/ /</td>
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<td>Contracts Approved by Arty Greel</td>
<td>/ /</td>
<td>/ /</td>
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<td>CONSTRUCTION</td>
<td>Pre-Construction Conference</td>
<td>/ /</td>
<td>/ /</td>
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<td></td>
<td>Construction Start (Notice to Proceed)</td>
<td>/ /</td>
<td>06/22/2017</td>
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<td></td>
<td>Estimated Completion (Contract Completion)</td>
<td>/ /</td>
<td>/ /</td>
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<tr>
<td></td>
<td>Beneficial Occupancy</td>
<td>/ /</td>
<td>/ /</td>
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<tr>
<td></td>
<td>Final Inspection</td>
<td>/ /</td>
<td>/ /</td>
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<tr>
<td></td>
<td>Final Acceptance</td>
<td>/ /</td>
<td>06/13/2017</td>
</tr>
<tr>
<td>CLOSURED</td>
<td>Final Report Submitted to SCO / Received by SCO</td>
<td>/ /</td>
<td>/ /</td>
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<tr>
<td></td>
<td>Final Approval - Last Step of Closeout process</td>
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<td>/ /</td>
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<td></td>
<td>Archival Date</td>
<td>/ /</td>
<td>/ /</td>
</tr>
</tbody>
</table>

Note: Highlighted row indicates a milestone required for PE integration.
# Package Level Status

**Interscope Closeout Process**
Package Status

Beneficial Occupancy

Punch list

Accepted

Closeout

Interscope Closeout Process
Pre-work to Closeout

- Progress Report 100% complete
- HUB Data Finalized
- Evaluations Complete
Closeout-Progress Report

Interscope Closeout Process
HUB Data Finalization

Check HUB data FINAL as of and change status to Finalization

Check HUB data FINAL as of and change status to Finalization

Interscope Closeout Process
## Evaluations

Program #: 14283 • Administration General - Test Training 8/22/2017

Project #: 17127 • Administration General - Test Training 8/22/2017

Design #: 17-17127-01 • In-House Design by Department of Administration

Package: 17-17127-01A • Test Training 8/22/2017

Construction Contract #: 17-17127-01A-1 • Bolton Construction and Service, LLC

### Click on Evaluation link

<table>
<thead>
<tr>
<th>EVALUATION #</th>
<th>CONTRACTOR NAME</th>
<th>TYPE</th>
<th>SCO ID</th>
<th>DEPARTMENT</th>
<th>AGENCY</th>
<th>SCORE</th>
<th>RATING</th>
<th>STATUS</th>
<th>CONSTRUCTION STATUS</th>
<th>DUE</th>
<th>FINAL ACCEPTANCE</th>
<th>PROJECT COMPLETION VERSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>13274</td>
<td>Bolton Construction and Service, LLC</td>
<td>C</td>
<td>17-17127-01A-1</td>
<td>Administration</td>
<td>Administration General</td>
<td>DUE</td>
<td>Due</td>
<td>Closeout</td>
<td>8/11/2017</td>
<td>6/12/2017</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Evaluations

Interscope Closeout Process

Click on link to download evaluation form
Complete the form and upload into Interscope
Evaluations

Interscope Closeout Process

Upload form by clicking here

Instructions

1. Instructions for completion of this form are outlined in the State Building Commission Designer and Contractor Evaluation Procedures. These procedures will guide you through the process of completing the evaluation form.

2. Generate and Download the Evaluation Form (MS Excel) for this project.

3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.

4. Upload the Completed Evaluation Form (MS Excel):
   - Interscope will automatically load the form.
   - The Package SCO ID# is validated against the SCO ID# found on the form.
   - TOTAL SCORE on the form must be greater than 0.
   - The TOTAL SCORE is recorded in the Report section and the overall rating is calculated and shown in the Summary section.
   - The uploaded form is then converted from Excel to PDF format, stored and available in the Report section.
   - The evaluation is recalculated each time a form is uploaded.

   NOTE: The upload button is not available if the evaluation has been completed.

5. Complete the “Report” Section

6. Use Action-> Save to record the evaluation

7. Include any additional comments or Supporting documentation below as appropriate
Evaluations

Check the box to add file to upload

Click upload file(s)

Click browse to find your evaluation

File Uploader

To Upload Files:
1. [Browse] and select file
2. [Add File to List]
3. [Upload File(s)] when ready to transmit files

Description

Upload Files

Close

Raw Score from Report: 0

Interscope Closeout Process
Interscope Closeout Process

Mark report as final and check complete
## Project Level Closeout

### Interscope Closeout Process

<table>
<thead>
<tr>
<th>Contract</th>
<th>Counterparty</th>
<th>Contract For</th>
<th>Status</th>
<th>Contract Close</th>
<th>Rating Present</th>
<th>AR#</th>
<th>Closeout Complete</th>
<th>Financial Complete</th>
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<td>17-571855</td>
<td>InHouse Construction Coastal College CC</td>
<td>Design</td>
<td>Build</td>
<td>Radioactive</td>
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<td>N/A</td>
<td>N/A</td>
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<tr>
<td>17-571855</td>
<td>Vendor</td>
<td>Construction</td>
<td>Complete</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</table>

**Financial Closeout**

1. Design / Construction closeout must be complete.
2. All funds assigned to this project must be committed or released.

**Project Financial Worksheet Summary**

- **Assigned Funds:** $250,000.00
- **Total Committed:** $250,000.00
- **Available to Commit:** $10,302.00

**Release Uncommitted Funds**
Package Level

Interscope Closeout Process
Construction Closeout Workflow for Designer

Interscope Closeout Process
1. Inspection Documents

- Designer’s Verification of Punch list Completion (if applicable)
- Final Inspection for Owner Occupancy
- Partial Utilization for Beneficial Occupancy (if applicable)
1. INSPECTION

Final Inspection for Owner Occupancy

Documents

1. INSPECTION  2. CLAIM VERIFICATION  3. CONSTRUCTION CLOSEOUT  4. DESIGNER CERTIFICATE  5. RECORD DRAWINGS

Instructions

1. Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Designer’s Verification of Punchlist Completion (If Applicable)
- Final Inspection for Owner Occupancy
- Partial Utilization for Beneficial Occupancy (If Applicable)
- Other

2. Upload a scanned copy of each document using the section below.

Click here to be redirected to the document on the SCO website
1. Inspection
Final Inspection Owner Occupancy Form Link

SCO Final Inspection for Owner Occupancy

Associated Files

*Final_inspect__owner_occupy.docx*
DOC • 215.81 KB
Download

Click here to open the document
1. INSPECTION

Final Inspection Form
1. Inspection
Partial Utilization of Beneficial Occupancy (If Applicable)

Click here to be redirected to the SCO website Form

Instructions
1. Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Designer’s Verification of Punchlist Completion (If Applicable)
- Final Inspection for Owner Occupancy
- Partial Utilization for Beneficial Occupancy (If Applicable)
- Other

2. Upload a scanned copy of each document using the section below.
1. Inspection

Partial Utilization of Beneficial Occupancy (If Applicable)

SCO Final Inspection Beneficial Occupancy

Associated Files

- Final_Inspection_Beneficial_Occupancy.docx
  - DOC • 215.41 KB
  - Download

Click here for Document
1. Inspection

Partial Utilization of Beneficial Occupancy (If Applicable)
1. INSPECTION

Closeout Document Upload

Interscope Closeout Process
2. Claim Verification

Refer to Section 506- Construction Claims in the State Construction Manual

Yes or No question regarding claims
2. Claim Verification

Refer to Section 506 - Construction Claims in the State Construction Manual.

Were there any verified claims against this project based on Article 20 of the General Conditions?  

- Yes  
- No
3. Construction Closeout

- Final Pay Application
- Consent of Surety of Final Payment
- Contractor’s Affidavit of Release of Liens
- Contractor’s Affidavit of Payment of Debts and Claims
- Appendix E-MBE Documentation for Contract Payments

InterScope Closeout Process
3. CONSTRUCTION CLOSEOUT

Interscope Closeout Process

Submit Final Pay Application

Section 602 - Final Report, Exhibit G of the State Construction Manual. If applicable, a link is provided to download a blank form.

1. Complete the following documents according to the instructions in Section 602 - Final Report, Exhibit G of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Final Pay Application
- Consent of Surety of Final Payment
- Contractor’s Affidavit of Release of Liens
- Contractor’s Affidavit of Payment of Debts and Claims
- Appendix E - MBE Documentation for Contract Payments
- List of Subcontractors and Suppliers
- Other

2. Upload a scanned copy of each document using the section below.

Click here to be taken to SCO website for form
3. CONSTRUCTION CLOSEOUT

Consent of Surety of Final Payment

Associated Files

[Click here to open document]

consent_surety.doc

DOC • 29 KB

Download
3. CONSTRUCTION CLOSEOUT

Consent of Surety Document

CONSENT OF SURETY
COMPANY TO FINAL
PAYMENT
For Use with State of North Carolina Projects

PROJECT Name & Location:

TO (OWNER)

CONTRACT FOR

CONTRACT DATE:

CONTRACTOR

In accordance with the provisions of the contract between the owner and the contractor as indicated above, the (here insert name and address of surety company)

SURETY COMPANY

on bond of (here insert name and address of contractor)

CONTRACTOR

hereby approves of the final payment to the contractor, and agrees that final payment to the contractor shall not relieve the surety company of any of its obligations to (here insert name and address of owner)

OWNER

as set forth in said surety company’s bond.

IN WITNESS WHEREOF:
the surety company has hereunto set its hand this day of 20

Surety Company

Signature of Authorized Representative

Attest:

(Visible Seal)
3. CONSTRUCTION CLOSEOUT

1. Complete the following documents according to the instructions in Section 602 - Final Report, Exhibit G of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Final Pay Application
- Consent of Surety of Final Payment
- Contractor's Affidavit of Release of Liens
- Contractor's Affidavit of Payment of Debts and Claims
- Appendix E - MBE Documentation for Contract Payments
- List of Subcontractors and Suppliers
- Other

2. Upload a scanned copy of each document using the section below.

Click here for link on SCO website to document
3. CONSTRUCTION CLOSEOUT

Contractor's Affidavit of Release of Liens

Associated Files

release_liens_sec_316.doc

Click here to open document
### 3. CONSTRUCTION CLOSEOUT

#### Interscope Closeout Process

**Affidavit of Release of Liens**

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<thead>
<tr>
<th>SECTION 316</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
</tr>
<tr>
<td>Designer</td>
</tr>
<tr>
<td>CONTRACTOR'S</td>
</tr>
<tr>
<td>Contractor</td>
</tr>
<tr>
<td>AFFIDAVIT OF</td>
</tr>
<tr>
<td>Surely</td>
</tr>
<tr>
<td>RELEASE OF LIENS</td>
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<tr>
<td>Other</td>
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</table>

For Use with State of North Carolina Projects

<table>
<thead>
<tr>
<th>TO (OWNER)</th>
<th>CONTRACT FOR</th>
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</table>

<table>
<thead>
<tr>
<th>SCO PROJECT ID:</th>
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</thead>
<tbody>
<tr>
<td>PROJECT INFORMATION:</td>
</tr>
<tr>
<td>(Name &amp; Location)</td>
</tr>
</tbody>
</table>

State of:

County of:

The undersigned, pursuant to Article 36 of the General Conditions of the Contract, hereby certifies that to the best of his knowledge, information and belief, the Releases or Waivers of Lien attached hereto include the contractor, all subcontractors, all suppliers of materials and equipment, and all performers of work, labor or services who have or may have liens against any property of the owner arising in any manner out of the performance of the contract referenced above.

**SUPPORTING DOCUMENTS**

**ATTACHED HERETO:**

**CONTRACTOR:**

Address:

By

Subscribed and sworn to before me this _______ day of _______ 20____

Signature Notary Public:

Printed Name of Notary Public:

My Commission Expires:
3. CONSTRUCTION CLOSEOUT

Interscope Closeout Process

Documents

1. INSPECTION  2. CLAIM VERIFICATION  3. CONSTRUCTION CLOSEOUT  4. DESIGNER CERTIFICATE  5. RECORD DRAWINGS

Instructions

1. Complete the following documents according to the instructions in Section 602 - Final Report, Exhibit G of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Final Pay Application
- Consent of Surety of Final Payment
- Contractor's Affidavit of Release of Liens
- Contractor's Affidavit of Payment of Debts and Claims
- Appendix E - MBE Documentation for Contract Payments
- List of Subcontractors and Suppliers
- Other

2. Upload a scanned copy of each document using the section below.

Click here for link to document on SCO website
3. CONSTRUCTION CLOSEOUT

Contractor's Affidavit of Payment of Debts and Claims

Associated Files

affidavit_debts_claims.doc

DOC • 31 KB
Download
## 3. CONSTRUCTION CLOSEOUT

### Interscope Closeout Process

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<thead>
<tr>
<th>Owner</th>
<th>Designer</th>
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<td></td>
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**CONTRACTOR’S AFFIDAVIT OF PAYMENT**

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**OF DEBTS AND CLAIMS**

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<tbody>
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</table>

For use with State of North Carolina Projects

**TO (OWNER):**

<table>
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<tr>
<th>CONTRACT FOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACT DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**PROJECT INFORMATION:**

Name & Location:

State of: __________

County of: __________

The undersigned, pursuant to Article 36 of the General Conditions of the Contract, hereby certifies that he has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor and services performed, and for all known indebtedness and claims against the contractor for damages arising in any manner in connection with the performance of the contract referenced above for which the owner or his property might in any way be held responsible.

**SUPPORTING DOCUMENTS ATTACHED HERETO:**

1. Consent of Surety to Final Payment. Whenever surety is involved, Consent of Surety is required. Indicate attachment: (yes) (no).

The following supporting documents should be attached hereto if required by the owner:

a. Contractor’s Release or Waiver of Liens, conditional upon receipt of final payment.

b. Separate Releases or Waivers of Liens from subcontractors and material and equipment suppliers to the extent required by the owner, accompanied by a list thereof.

c. Contractor’s Affidavit of Release of Liens.

**CONTRACTOR:**

Address: __________

By: __________

Subscribed and sworn to before me this __ day of ________ 20__

Signature of Notary Public: __________

Printed Name of Notary Public: __________

My Commission Expires: __________
3. CONSTRUCTION CLOSEOUT

**Documents**

1. Complete the following documents according to the instructions in Section 602 - Final Report, Exhibit G of the State Construction Manual. If applicable, a link is provided to download a blank form.

   - Final Pay Application
   - Consent of Surety of Final Payment
   - Contractor's Affidavit of Release of Liens
   - Contractor's Affidavit of Payment of Debts and Claims
   - Appendix E - MBE Documentation for Contract Payments
   - List of Subcontractors and Suppliers
   - Other

2. Upload a scanned copy of each document using the section below.

[Click here to be linked to the SCO website document]
Appendix E - MBE Documentation for Contract Payments

Associated Files

AppendE-1.doc
DOC • 31 KB
Download

Click here to open document
### 3. CONSTRUCTION CLOSEOUT

**APPENDIX E**

**MBE DOCUMENTATION FOR CONTRACT PAYMENTS**

Prime Contractor/Architect: ____________________________
Address & Phone: __________________________________
Project Name: ______________________________________
SCO Project ID: _____________________________________
Pay Application #: ___________________ Period: __________

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

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<tr>
<th>MBE Firm Name</th>
<th>Type of MBE</th>
<th>Amount Paid This Month (With This Pay App)</th>
<th>Total Payments To Date</th>
<th>Total Amount Committed</th>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Minority categories: Black (Bl), Hispanic (Hi), Asian American (AA), American Indian (AI), White Female (WF), Socially and Economically Disadvantaged (SED)*

Approved/Certified By:

Name: ____________________________ Title: ____________________________
Date: ____________________________ Signature: ________________________

**SUBMIT WITH EACH PAY REQUEST - FINAL PAYMENT - FINAL REPORT**
3. CONSTRUCTION CLOSEOUT

- Once documentation has been gathered, Upload your information.
4. DESIGNER CERTIFICATE

Be sure to answer question # 1.

Click here for document link

Interscope Closeout Process
4. DESIGNER CERTIFICATE

Certificate of Compliance

Associated Files

compliance_completion.doc

Click here to open document
4. DESIGNER CERTIFICATE

Interscope Closeout Process
4. DESIGNER CERTIFICATE

1. Was a Flood Plain Permit required on this project?
   - Yes
   - No

   If YES, the following documents must be provided: Flood Plain Certificate of Compliance, Flood Plain Elevation Certificate

1. Complete the following documents according to the instructions in the State Construction Manual. A link is provided to download a blank form.
   - Certificate of Compliance
   - Certificate of Completion
   - Flood Plain Certificate of Compliance
   - Flood Plain Elevation Certificate
   - Other

2. Upload a scanned copy of each certificate as a separate document using the section below.
4. DESIGNER CERTIFICATE

Documents

1. INSPECTION  2. CLAIM VERIFICATION  3. CONSTRUCTION CLOSEOUT  4. DESIGNER CERTIFICATE  5. RECORD DRAWINGS

Instructions

1. Was a Flood Plain Permit required on this project?
   - Yes  ○ No
   If YES, the following documents must be provided: Flood Plain Certificate of Compliance, Flood Plain Elevation Certificate

1. Complete the following documents according to the instructions in the State Construction Manual. A link is provided to download a blank form.
   - Certificate of Compliance
   - Certificate of Completion
   - Flood Plain Certificate of Compliance
   - Flood Plain Elevation Certificate
   - Other

2. Upload a scanned copy of each certificate as a separate document using the section below.

Click to link to document
4. DESIGNER CERTIFICATE

Flood Plain Certificate of Compliance

Associated Files

Certificate of Compliance.doc

Click here to open document
4. DESIGNER CERTIFICATE

(Rev. February 2005) (To be submitted only upon COMPLETION of project.)

NC DEPARTMENT OF ADMINISTRATION
OFFICE OF STATE CONSTRUCTION
CERTIFICATE OF COMPLIANCE
FOR CONSTRUCTION IN A FLOODPLAIN

AGENCY: ____________________________________________

PROJECT: __________________________________________

SCO ID#: ___________________ BUDGET CODE: _________ ITEM #: _________

PROJECT DESCRIPTION:

________________________________________________________________________

Pursuant to Section 7, H, Executive Order No. 123, Uniform Floodplain Management Policy, a Certificate of Compliance for construction is hereby issued for the above subject project.

The project is certified to be in compliance with the provisions of Executive Order No. 123, Uniform Floodplain Management Policy by:

_________________________ / /  
(Architect’s or Engineer’s Signature)

Agency: _____________________________

Signed: _____________________________

Title: _____________________________

Date: / /  

(A or E SEAL)
4. DESIGNER CERTIFICATE

Documents

1. INSPECTION  2. CLAIM VERIFICATION  3. CONSTRUCTION CLOSEOUT  4. DESIGNER CERTIFICATE  5. RECORD DRAWINGS

Instructions

1. Was a Flood Plain Permit required on this project?
   - Yes
   - No

   If YES, the following documents must be provided: Flood Plain Certificate of Compliance, Flood Plain Elevation Certificate

1. Complete the following documents according to the instructions in the State Construction Manual. A link is provided to download a blank form.
   - Certificate of Compliance
   - Certificate of Completion
   - Flood Plain Certificate of Compliance
   - Flood Plain Elevation Certificate
   - Other

2. Upload a scanned copy of each certificate as a separate document using the section below.

Click here to link to FEMA
4. DESIGNER CERTIFICATE

National Flood Insurance Program Elevation Certificate and Instructions

The National Flood Insurance Program (NFIP) Elevation Certificate (EC) (FEMA form 086-0-33) is an administrative tool of the NFIP which is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, or support a request for a Letter of Map Amendment (LOMA) or a Letter of Map Amendment based on fill (LOMR-F).

This document is referenced in the NFIP Flood Insurance Manual (Special Certifications Section). This form is fillable and can be completed in either Adobe Acrobat Pro or Adobe Reader and saved.

Note: Completing Section B of the Elevation Certificate (item B12) requires up-to-date information on Coastal Barrier Resources System (CBRS) boundaries and prohibition dates. Those shown on Flood Insurance Rate Maps are for informational purposes only. For the most current and best available CBRS maps and boundary data, please go to the U.S. Fish and Wildlife Service (FWS) CBRS Mapper. The FWS website also provides additional information regarding CBRA property determinations.

<table>
<thead>
<tr>
<th>Description</th>
<th>Size</th>
<th>Publication Date</th>
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<tr>
<td>Elevation Certificate Form Only</td>
<td>2.91M</td>
<td>December 1, 2016</td>
</tr>
</tbody>
</table>

Resource Type: Form | Last Updated: June 12, 2017

Share This Page


Official website of the Department of Homeland Security
4. Designer Certificate

1. Yes or No Flood Plain Permit
2. Certificate of Compliance
3. Certificate of Completion
4. Flood Plain Certificate of Compliance
5. Flood Plain Elevation Certificate

Interscope Closeout Process
5. RECORD DRAWINGS

As Built Drawings should be mailed as soon as possible to:

Final Reports
State Construction Office
1307 Mail Service Center
Raleigh, NC 27699-1307

***ALL PDF drawings must be signed, sealed and dated in order to be approved.

One full set of specifications and drawings shall be saved in Adobe Acrobat (pdf) format, and one full set on a separate CD or DVD saved in a (dwg) format such as AutoCad or a similar system.

The digital media disk shall be labeled with the project's SCO State ID number, project name and location, the owning agency's name, the designer's name and the format of files included in CD.

Note: One paper copy of the As-Built drawings and specifications with Designer's seals shall be provided for the owner's own use and archiving, see previous section 601.1.3 for additional owner's requirements.
SCO no longer requires a hard copy of the As-Built drawings.

See the Transmissions tab for detailed instructions on CD creation.
5. Record Drawings

Instructions

Disk Label

Transmission

Enter dates drawings were sent
The Designer must submit the closeout to SCO for final approval
Closeout Workflow

SCO must approve
### Closeout Workflow

#### Interscope Closeout Process

**Project Summary**

- **SCO BM**: 17-17127-01A
- **Department**: Administration
- **Agency**: Administration General
- **Design**: In-House Design by Department of Administration
- **Project Number**: Test-Training 5/22/2017

**Workflow Activity**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Activity</th>
<th>Role</th>
<th>Process/Activity</th>
<th>User Completing Step</th>
<th>Completed On</th>
<th>Allocated On</th>
<th>Result</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UPDATE</td>
<td>DESIGNER</td>
<td></td>
<td>In-House Design by Department of Administration</td>
<td>Behnel</td>
<td>06/22/2017 11:07</td>
<td>Created</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SUBMIT</td>
<td>DESIGNER</td>
<td></td>
<td>In-House Design by Department of Administration</td>
<td>Behnel</td>
<td>06/22/2017 16:19</td>
<td>Submitted</td>
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<td></td>
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<tr>
<td>3</td>
<td>APPROVE</td>
<td>CEO</td>
<td></td>
<td>ST Construction</td>
<td>Behnel</td>
<td>06/25/2017 10:05</td>
<td>Approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Documents**

1. Complete the following documents according to the instructions in Section 602 Final Report of the State Construction Manual. If applicable, a link is provided to download a blank form:
   - Designer’s Verification of Penultimate Completion (If Applicable)
   - Final Inspection for Owner Occupancy
   - Final Inspection for Beneficial Occupancy (If Applicable)
   - Others
2. Upload a scanned copy of each document using the section below.
Package Closeout

Package status automatically changes to complete
Closeout-Designer must logon to submit construction closeout

Add any comments below click “workflow and submit”
Closeout Workflow

Interscope Closeout Process
Closeout Workflow

Interscope Closeout Process
Package Status-Complete
The system automatically changes the status

<table>
<thead>
<tr>
<th>SCO ID#</th>
<th>PACKAGE_TITLE</th>
<th>STATUS</th>
<th>PROJECT MONITOR</th>
<th>% COMPLETE</th>
<th>TOTAL CONTRACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-17127-01A</td>
<td>Test-Training 6/22/2017</td>
<td>Complete</td>
<td>N/A</td>
<td>100</td>
<td>$276,000.00</td>
</tr>
</tbody>
</table>

Interscope Closeout Process
Closeout Project

Certify Milestones and click “Close out Design/Construction”
**Final Closeout Screen**

### Interscope Closeout Process

#### Design / Construction Closeout Successful

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>57-171227-34</td>
<td>In-House Design by Department of Administration</td>
<td>Design</td>
<td>No SCD Design Closeout</td>
<td>✔</td>
<td>NA</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>57-171227-855-4</td>
<td>Bolton Construction &amp; Service, LLC</td>
<td>Construction</td>
<td>Complete</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

**Milestones:**
- ✔️ I certify that project milestone data is entered and complete.

**Close Design / Construction for this project:**
- Force Design / Construction Closeout
- Close out Design / Construction

### Financial Closeout

- Design / Construction closeout must be complete.
- All funds assigned to this project must be committed or released.

**Project Financial Worksheet Summary:**
- Available to Commit: $49,000.00
- Release Uncommitted Funds: [Details]
Project Is Closed

Interscope Closeout Process
Release Uncommitted Funds

Interscope Closeout Process
Release Uncommitted Funds

Click Ok to release funds

Funds will be released back to the program
Release Uncommitted Funds

**Interscope Closeout Process**

### Close out Design / Construction

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>17-17127-01</td>
<td>In-House Design by Department of Administration</td>
<td>Design</td>
<td>No 90-Day Design Contract</td>
<td>✓</td>
<td>N/A</td>
<td>N/A</td>
<td>✓</td>
</tr>
<tr>
<td>17-17127-01A-1</td>
<td>Bolton Construction and Service, LLC</td>
<td>Construction</td>
<td>Complete</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

### Milestones:
- [ ] I certify that project milestone data is entered and complete.

### Close Design / Construction for this project:
- Reopen Design / Construction

### Financial Closeout

1. Design / Construction closeout must be complete.
2. All funds assigned to this project must be committed or released:

   **Project Financial Worksheet Summary:**
   - Assigned Funds: $276,000.00
   - Total Committed: $276,000.00
   - Available to Commit: $0.00

**Available to commit:** 0

-0- available to commit
It is important to remember that all statuses from contract level, to package level to project level must be in one of the following:

- Closeout
- Complete
- Accepted
- Beneficial Occupancy