



# STATE REVOLVING FUND FINAL PROJECT CLOSEOUT CHECKLIST AND CERTIFICATIONS

DEPARTMENT OF ENVIRONMENTAL QUALITY  
 DIVISION OF MUNICIPAL FACILITIES  
 5-2019

## State Revolving Fund Final Project Closeout Checklist

Before closing out a project, you must submit each of the following:

	1. The final SRF Request for Payment.
	2. Final balancing change order and any other change orders not previously submitted. Any work performed or material and equipment purchased after the date of the final payment will not be eligible for reimbursement.
	3. A copy of the executed final construction contractor's application for payment covering the value of work in place and materials and equipment delivered and installed. The loan recipient must approve the payment invoice. If the contract covers both eligible and ineligible work, an itemized cost breakdown of the portion of the work eligible for participation should be included. Original and final construction quantities should be documented.
	4. Engineering invoices, agreements and updates (if not previously submitted).
	5. Invoices for all eligible expenses (if not previously submitted). Examples include bid advertising fees, equipment, and eligible legal and administrative fees.
	6. Certification by the consulting engineer that construction was completed in accordance with the approved plans and specifications. The attached sample <i>PROJECT INITIATION AND ACCEPTANCE</i> found on page 2 may be used, or a document containing the same information can be submitted.
	7. Loan recipient's acceptance of work by the contractor. The attached sample <i>PROJECT INITIATION AND ACCEPTANCE</i> found on page 2 may be used, or a document containing the same information can be submitted.
	8. A letter stating that the loan recipient has received and accepted an Operation and Maintenance Manual, if required. The attached sample <i>PROJECT INITIATION AND ACCEPTANCE</i> found on page 2 may be used, or a document containing the same information can be submitted.
	9. Initiation of operation date. The attached sample <i>PROJECT INITIATION AND ACCEPTANCE</i> found on page 2 may be used, or a document containing the same information can be submitted.
	10. <i>CONTRACTOR'S CERTIFICATION OF PAYROLLS</i> . Use the attached certification found on page 3.
	11. Loan recipient's <i>CERTIFICATION OF PAYROLLS AND STATEMENT OF COMPLIANCE</i> , signed by the owner. Use the attached certification found on page 4.
	12. <i>CERTIFICATION OF COMPLIANCE WITH AMERICAN IRON AND STEEL REQUIREMENTS</i> , signed by the owner. Use the attached certification found on page 5.

## PROJECT INITIATION AND ACCEPTANCE

**SRF Project Number:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Loan Recipient (Owner):** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

*(Provide separate form for each contractor)*

The above-described project began operation (initiation of operation) on\_\_\_\_\_.

The Owner has received and accepted an Operation and Maintenance Manual(s).

The total final contract amount of \$ \_\_\_\_\_, as shown on the final construction contractor's Application for Payment, is the total and final amount for all work included in this contract and completed for the project.

The Owner does hereby agree that all construction and engineering work on the project is complete and does satisfy all terms of the applicable, fully executed construction and engineering agreements.

The Project Engineer has observed the construction and certifies that the construction has been completed in accordance with the approved plans and specifications, approved change orders, and the terms of the contract.

The undersigned give approval and acceptance of the work under the conditions and guarantee of the contract.

\_\_\_\_\_  
Signature of Loan Recipient

\_\_\_\_\_  
Signature of Project Engineer

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## CONTRACTOR'S CERTIFICATION OF PAYROLLS

**SRF Project Number:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Prime Contractor:** \_\_\_\_\_

I, \_\_\_\_\_, as official representative of the above-named prime contractor, do hereby certify as follows:

\_\_\_\_\_ All labor standards requirements have been fulfilled by the prime contractor and all subcontractors under this contract;

or

\_\_\_\_\_ there is an honest dispute regarding the required provisions.

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

## CERTIFICATION OF PAYROLLS AND STATEMENT OF COMPLIANCE

**SRF Project Number:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Loan Recipient (Owner):** \_\_\_\_\_

Each contractor and subcontractor on this project has submitted a copy of all payrolls to the loan recipient each week. Each payroll copy was accompanied by a statement of compliance with the Copeland Regulations of the Secretary of Labor (29 CFR, Part 3), signed by the employer or his agent, indicating that the payrolls are correct and complete, that the wage rates contained are not less than those determined by the Secretary of Labor, and that the classifications set forth for each laborer or mechanic conformed to the work performed. The loan recipient, or the engineering representative acting on the recipient's behalf, has made such examination of the submitted payrolls and statements as may be necessary to assure compliance with the labor standards clauses.

I hereby certify, as the authorized representative of the above-named loan recipient, that the above requirements of the United States Department of Labor have been complied with in accordance with Section 5.5(a)(3)(ii) of Title 29, Subtitle A, Code of Federal Regulations.

\_\_\_\_\_  
Signature of Loan Recipient

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

**CERTIFICATION OF COMPLIANCE  
WITH AMERICAN IRON AND STEEL REQUIREMENTS**

**SRF Project Number:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Loan Recipient (Owner):** \_\_\_\_\_

I hereby certify, as the authorized representative of the above-named loan recipient, that this project has complied with the American Iron and Steel Requirements. All of the iron and steel products used in the project have been produced in the United States in a manner that complies with the American Iron and Steel Requirements, unless a waiver of the requirement has been approved by the United States Environmental Protection Agency. Documentation is on file that all iron and steel used in the project was manufactured in the United States.

\_\_\_\_\_  
Signature of Loan Recipient

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date