**LPA Closeout Checklist**

PID: \_\_\_\_\_\_\_\_\_ CRS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents Needed from LPA for Project Closeout**

|  |  |
| --- | --- |
| All CUF Forms throughout project (on SharePoint if sold after 7/1/21) | [ ]  |
| All Monthly PW-EEO Reports (SharePoint or sent to ODOT CM) | [ ]  |
| All Prompt Payment Forms (on SharePoint if sold after 7/1/21) | [ ]  |
| Appendix P (LPA Program Final Report) | [ ]  |
| Appendix R/S (DBE/EDGE)Also emailed to PaymentAffidavits@dot.ohio.gov with PID in Subject Line | [ ]  |
| Appendix U (District Final Construction Inspection Report) and Final Inspection Monitor Survey  | [ ]  |
| CO Certified Payrolls (Keep for your own records) | [ ]  |
| CE Certified Payrolls (If submitting for Direct/Indirect/Fringe Cost Recovery) | [ ]  |
| Final CO and CE Invoices Marked as FINAL and already PAID | [ ]  |
| Copies of checks for payments from LPA to Prime (if not already submitted with CO invoices) and/or Project Accounting Record | [ ]  |
| Appendix L(s) (if significant change orders created throughout project) | [ ]  |
| Appendix AC (LPA Close Out – DBE PW Affidavit)  | [ ]  |
| Environmental Commitment Form signed w/ completed dates (if applicable) | [ ]  |
| **ODOT CM:** Ellis milestones marked complete (except Project Owner Closeout) | [ ]  |
| **ODOT CM:** Email to Jon Horne, Margaret Tabor, Doug Banks stating all encumbrances can be closed out | [ ]  |