Final Closeout Request Information

The list below provides information that should be submitted with each audit request which can be sent electronically. Bullets in **BOLD** apply to all requests and require information even if it is “N/A”. Disregard any other bullet[s] that do not apply to your particular final closeout request.

* **Entity Name**
* Town Consultant Name
* Sub-consultant Name[s]
* **DOT Project Number**
* **Federal Aid Project Number**
* **CORE Contract ID Number and Purchase Order Number[s]**
* **Excel Spreadsheet/Summary of project billings**
* **Documentation for any adjustments made during the billing process**
* **Total payments to date including any payments in process**
* **Copy of final invoice**
* **Subconsultant Payment Log, and/or SBE/DBE information when there is a required goal to be achieved (including verification of payment to DBE/SBE)**
* **Copy of State/Entity Agreement except for State/Consultant agreement(s) for which a listing of – Agreement numbers is sufficient. This Office will advise if copies of agreements needed.**
* Copies of all Prime/Sub-consultant agreement(s)
* **Copies of all pertinent correspondence including but not limited to extra work, direct costs, authorizations, change in scope, cost overrun approval, etc.**
* Copies of Pay-rate approval letters
* Excel spreadsheet or summary of non-federal participating costs by invoice (i.e.: Project Manager on State consultant agreements)
* Signed and dated calculation of the Credit Due State amount (item number, item description, quantity, unit price, total)
* Copy of “Notice of Completion of Construction”
* Notice of Acceptance [Con 501]
* Copy of Final Estimate for State’s Contractor
* Copy of Final Federal Voucher Report [Municipal Construction or Credit Due State Projects only]
* Copy of Final Construction Order
* Quantities and cost for sidewalk work if the State is not participating in this work.
* Project Billing Files [Utilities and Railroads]
* Authorization to proceed [from State]
* State approval of the Municipal Consultant agreement
* **Documentation for adjustments made during the billing process**