**USDA Rural Development - WEP**

**Construction Closeout Checklist**

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| --- | --- | --- | --- |
| Received | | ITEM | **Submittals Required** |
| Yes | No |
|  |  | 1. | Engineer's Certificate of Substantial Completion, EJCDC C-625 w / punch list |
|  |  | 2. | Contractor Release of Liens From Prime And All Sub Contractors  AIA Document G706 – Contractor’s Affidavit of Payment of Debts and Claims  AIA Document G706A – Contractor’s Affidavit of Release of Liens  AIA Document G706A – Contractor’s Affidavit of Release of Liens from all subcontractors and material suppliers |
|  |  | 3. | AIA Document G707 – Consent of Surety Company to Final Payment |
|  |  | 4. | Final & Updated Form E Cost Certification Sheet |
|  |  | 5. | Final Over Under Adjusting Change Order |
|  |  | 6. | Transmittal to Owner documenting submittal of warranties, O&M manuals, and record drawings |
|  |  | 7. | Engineer's Certification Letter to State Agency Indicating the Project was Completed in accordance with the Approved Plans and Specifications |
|  |  | 8. | Village / Town Board Resolution indicating Acceptance of Project as Complete and Recommending Final Payment, with Final Pay Request From Contractor |
|  |  | 9. | Final Acceptance Letter from State Regulatory agency and permit to operate |
|  |  | 10. | *If Applicable* Verification from the Town / Village that a NYS certified operator will operate the new system. Name of System Operator & License to Operate |
|  |  | 11. | *If Applicable* Engineer’s seismic certification and Engineer’s letter indicating all facility construction is compliant with all NYS and Federal standards for ADA |