**LPA Closeout Checklist**

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

**Documents Needed from LPA for Project Closeout**

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| --- | --- |
| 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](mailto: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 |  |