

Project Close Out Checklist

State Revolving Fund



When the project is near or at substantial completion, the loan recipient must notify the project manager. The project manager will schedule a final inspection with the division engineer.

The loan recipient is responsible for submitting all project files including close out documents before final payment is released. Close out documents include:

- ✓ 30-day notice of substantial completion.
- ✓ Colorado Department of Public Health and Environment Construction Application.
- ✓ Resolution letter from loan recipient to contractor accepting construction.
- ✓ 30-day notice of contractor's final payment.
- ✓ Final project budget summary.
- ✓ Drinking water projects, must resolve any technical, managerial, and financial (TMF) capacity issues stated in the loan agreement.
- ✓ Any other loan conditions that must be resolved before loan closing.

Additional information may be requested based on inspection results.