

ANE AIP Grant Close-Out Package Requirements for Development/Construction Projects

Close Out Package Content (only 1 set)	Details/Comments
Sponsor's Close Out Cover Letter	This letter should include, but is not limited to, statement certifying the eligibility of claimed costs, and Sponsor amendment request (if applicable).
SF-271 "Final Outlay Report"	With original signature; (please do not submit instruction pages)
SF-425 "Final Federal Financial Report"	With original signature; (please do not submit instruction pages)
Invoices	All final invoices, force account documents/back-up (if applicable), etc.
ANE's "Project Closure Summary" form	ANE' Regional form
"As-Built" Record Drawings	If applicable, CD only (no paper); please check with FAA's project mgr.
"As-Built" ALP	Only applicable if a "proposed" and/or "actual" project on ALP has changed. If applicable, CD only (no paper); please check with FAA's project mgr.
Final Construction Report	Please refer to separate attachment for content details.
Amendment Request	Only applicable if Sponsor is requesting additional federal funds. This request can be part of the Sponsor's close-out cover letter.
Summary of DBE Utilization	If applicable, prepare and submit a summary of the actual DBE participation. (* Please note that this submittal does not relieve the Sponsor of the responsibility for reporting DBE accomplishments to the FAA Office of Civil Rights through the DOORs system.)
5010 Updates	Only required whenever improvements modify existing data.
Sponsor Certification for Project Final Acceptance form	With original signature

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ANE's Final Construction Report Contents :

Brief Narrative to include:

- Include explanation for any deleted work item
- Provide brief description of non-participating work item

Construction Costs:

- Summary of final contract quantities
- Delineation of eligible and ineligible costs
- Clearly identify added or deleted work items
- Explanation/Justification of under runs and over runs
- Summary of Change Order and supplemental agreements

Construction Material Testing and Acceptance:

- Provide summary of all required acceptance tests per the project specifications **and** the approved construction observation plan (Grant obligation)
- Sponsor/consultant does not need to submit actual test reports with the close out report, but must make such information available upon request by the FAA
- The summary must provide clear explanation of any price adjustments due to the application of the Percent Within Limits (PWL)

Final Inspection Report/Record of Completion:

- Identify attendees that participated in the final walkthrough
- List any outstanding punch list items that remain
- Include signature of consultant and date of inspection

Contractor's Final Statement of Completion:

- Examples: final payment request or signed affidavit

Project Photographs:

- Include a representative number of photographs that depict major elements of the project prior to the improvement and after completion of construction