**CLOSEOUT DOCUMENTATION REVIEW CHECKLIST**

(See AIP Handbook, FAA Order 5100.38D, Chapter 5, Section 8. Grant Closeouts)

**I. GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Airport:** |  |
| **City, State** |  |
| **Sponsor:**  |  |
| **Grant Number:** |  |
| **Grant Description:** |  |

**II. ADMINISTRATIVE REQUIREMENTS FOR CLOSEOUT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Closeout Package Review Items** | **Yes** | **No** | **N/A** |
| **a.** Closeout Documentation Submittal Letter | **[ ]**  | **[ ]**  | **[ ]**  |
| **b.** Amendment Request Letter (if applicable) | **[ ]**  | **[ ]**  | **[ ]**  |
| **c. Financial Documents: (TABLE 5-33)** |  |  |  |
| Final SF-425 | **[ ]**  | **[ ]**  | **[ ]**  |
| Final SF-270-271 Form | **[ ]**  | **[ ]**  | **[ ]**  |
| Final Vendor Invoices (for final payment over $1,000) | **[ ]**  | **[ ]**  | **[ ]**  |
| **d. Grant Special Conditions: (TABLE 5-33)** |  |  |  |
| The Sponsor has met all of the Grant Special Conditions required to be accomplished during the grant.  | **[ ]**  | **[ ]**  | **[ ]**  |
| **e. Airport Layout Plan: (TABLE 5-33)** |  |  |  |
| Airport Layout Plan, (**Check one**) **[ ]**  As-Built **[ ]**  Revised **[ ]**  Updated. Signed or submitted date:       | **[ ]**  | **[ ]**  | **[ ]**  |
| **f. Environmental Requirements: (TABLE 5-33)** |  |  |  |
| All project related environmental requirements found in the environmental determination have been completed. | **[ ]**  | **[ ]**  | **[ ]**  |
| **g. Planning Grants (e.g. – Planning/Environmental/Other): (TABLE 5-32)** |  |  |  |
| The Sponsor has submitted the final planning deliverable(s) to Airports Division | **[ ]**  | **[ ]**  | **[ ]**  |
| The FAA has reviewed, accepted, or approved the planning document as applicable.Date of Approval:       | **[ ]**  | **[ ]**  | **[ ]**  |
| **h. Land Acquisition Grants: (TABLE 5-32)** |  |  |  |
| The Sponsor has obtained satisfactory property interest in all parcels included in the grant description. | **[ ]**  | **[ ]**  | **[ ]**  |
| The Sponsor has submitted an updated Exhibit “A” to the Airports Division that properly reflects the land acquisition. Date of Approval:       | **[ ]**  | **[ ]**  | **[ ]**  |
| **i. Equipment Acquisition Grants: (TABLE 5-32)** |  |  |  |
| Inventory of Non-expendable Personal Property (Snow Removal Equipment and ARFF Vehicle Grants) | **[ ]**  | **[ ]**  | **[ ]**  |
| The FAA Air Traffic Organization (ATO) has completed all required commissioning, inspection, initial flight check, and/or acceptance requirements (if applicable to the project). | **[ ]**  | **[ ]**  | **[ ]**  |
| The Sponsor has submitted any FAA required equipment inventory updated to the Airports Division | **[ ]**  | **[ ]**  | **[ ]**  |
| **j. Construction Grants: (TABLE 5-32)** |  |  |  |
| The ATO has competed all required commissioning, inspection, initial flight check, and/or acceptance requirements (if applicable to the project). | **[ ]**  | **[ ]**  | **[ ]**  |
| The sponsor has completed the final inspection and verified that all punch list items have been addressed. | **[ ]**  | **[ ]**  | **[ ]**  |
| A completed and useable facility is fully available for its intended use (except in the case of phased projects). | **[ ]**  | **[ ]**  | **[ ]**  |
| The Sponsor has received the as-built plans. (The ADO has the option to require the Sponsor to submit an electronic or paper copy of these plans to the ADO.) | **[ ]**  | **[ ]**  | **[ ]**  |
| **k. Sponsor Final Closeout Report: (TABLE 5-33)** |  |  |  |
| Project history with significant events during the life of the project identified | **[ ]**  | **[ ]**  | **[ ]**  |
| Discussion of Significant Dates as appropriate(e.g. – Bid Opening, Award of Contract, Construction Start, Construction Complete, Final Inspection, Final Payment, DBE Utilization, etc.) | **[ ]**  | **[ ]**  | **[ ]**  |
| Discussion of Significant Change Orders and Significant Changes in Quantities | **[ ]**  | **[ ]**  | **[ ]**  |
| Change Orders have been reviewed and additional costs have been determined as eligible/allowable. | **[ ]**  | **[ ]**  | **[ ]**  |
| **l. AWOS Projects (TABLE 5-33)** | **Yes** | **No** | **N/A** |
| FAA has determined that the AWOS has been successfully commissioned. | **[ ]**  | **[ ]**  | **[ ]**  |
| Sponsor has provided the ADO with all commissioning documentation. | **[ ]**  | **[ ]**  | **[ ]**  |
| The sponsor has provided the ADO with a copy of the Weather Message Switching Center reporting contract with the third party interface provider if the sponsor has a connection to the Weather Message Switching Center Replacement (WMSCR). (Note that the AWOS-A, A/V, I and II are not eligible for reporting.) | **[ ]**  | **[ ]**  | **[ ]**  |
| **m. Noise Projects (TABLE 5-33)** |  |  |  |
| The sponsor has updated the Noise Land Inventory and Reuse Plan to reflect that the property acquisition has been completed. | **[ ]**  | **[ ]**  | **[ ]**  |
| **n. Block Grants (TABLE 5-35)** |  |  |  |
| The sponsor has followed the requirements in the block grant master agreement regarding which documents must be submitted to the ADO and which documents must be retained by the sponsor. | **[ ]**  | **[ ]**  | **[ ]**  |

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| **Requirements for Other than “Nominal” Sponsors** | **Yes** | **No** | **N/A** |
| **o. Program Income, Including Interest Earned: (TABLE 5-33)** |  |  |  |
| The Sponsor has identified any program income, including interest earned and liquidated damages on federal grant funds, in the Program Income section of Standard Form 425 Federal Financial Report (or equivalent). (See Appendix V of the AIP Handbook.) | **[ ]**  | **[ ]**  | **[ ]**  |
| The Sponsor has deducted this income from the federal share of the grant. | **[ ]**  | **[ ]**  | **[ ]**  |
| **p. Disputed Costs: (TABLE 5-33)** |  |  |  |
| The Sponsor has identified any disputed costs in the Remarks section of Standard Form 425, Federal Financial Report (or equivalent). (See Appendix V of the AIP Handbook.) | **[ ]**  | **[ ]**  | **[ ]**  |
| If the Sponsor and the Contractor do not agree on the amount owed to the Contractor, and the dispute is likely to go to court, the Sponsor has only requested reimbursement for the amount that is not in dispute. | **[ ]**  | **[ ]**  | **[ ]**  |
| Following Review of the Sponsor’s closeout documentation, the ADO may choose to continue with the project closeout or leave the grant open until all litigation is completed. | **[ ]**  | **[ ]**  | **[ ]**  |
| **q. Overpayment: (TABLE 5-33)** |  |  |  |
| If Standard Form 425, Federal Financial Report (or equivalent), indicates that payments have been made which exceed the federal share of the allowable costs, the Sponsor must repay this amount. (See Appendix V of the AIP Handbook.) | **[ ]**  | **[ ]**  | **[ ]**  |
| The ADO must notify the OIG if the ADO has reason to believe the overpayment was a deliberate attempt to defraud the FAA. | **[ ]**  | **[ ]**  | **[ ]**  |
| The ADO must notify the FAA Office of Finance and Management, FAA Accounts Payable Section B (AMK-314) in writing of the overpayment. | **[ ]**  | **[ ]**  | **[ ]**  |
| The Sponsor must send the ADO a check for the overpayment amount as directed by AMK-314. | **[ ]**  | **[ ]**  | **[ ]**  |

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| **Project File Review Items** | **Yes** | **No** | **N/A** |
| **r. The Airport Sponsor has submitted all applicable Sponsor Certifications for the project (as follows):**  |  |  |  |
| Sponsor Certification – Conflicts of Interest | **[ ]**  | **[ ]**  | **[ ]**  |
| Sponsor Certification – Construction Project Final Acceptance | **[ ]**  | **[ ]**  | **[ ]**  |
| Sponsor Certification – Drug Free Workplace | **[ ]**  | **[ ]**  | **[ ]**  |
| Sponsor Certification – Equipment and Construction Contracts | **[ ]**  | **[ ]**  | **[ ]**  |
| Sponsor Certification – Project Plans and Specifications | **[ ]**  | **[ ]**  | **[ ]**  |
| Sponsor Certification – Real Property Acquisition | **[ ]**  | **[ ]**  | **[ ]**  |
| Sponsor Certification – Selection of Consultants | **[ ]**  | **[ ]**  | **[ ]**  |
| **s. Locally Required Items (optional per each ADO/RO): (TABLE 5-33, item b.)** |  |  |  |
|       | **[ ]**  | **[ ]**  | **[ ]**  |
|       | **[ ]**  | **[ ]**  | **[ ]**  |
| **t. COMMENTS:** (Attach additional sheets as required)      |

[Printed Name], [Title], [Routing Symbol] Date