Project Ending

Section #31
Project Ending

- Final Reimbursement & Project Close-Out
- Single Audit Reports
- Project Re-payment

Section #31
Final Reimbursement & Project Close-Out

2 Part process
1) Final reimbursement to LPA
2) Final Voucher date for record retention

See Appendix #18 LPA Manual for close-out documents

Section #31
Final Reimbursement & Project Close-Out

We Send You:

Part #1 – Final Reimbursement Checklist

See handout for Part #1 Checklist

Section #31
Final Reimbursement & Project Close-Out

You send us:

- Normal reimbursement information previously discussed this morning (invoices, proof of payment, etc..)

- And, Completed PART 1 Checklist including the following..................
Final Reimbursement & Project Close-Out

Project close-out forms

➢ Contractor’s Final Lien Waiver form
➢ Certificate of Final Completion form
➢ Consent of Surety form

(NHDOT provides these forms)

Section #31
Final Reimbursement & Project Close-Out

As-Built drawings

- Electronic “PDF” files on thumb drive
- Formatted to 11 x 17 with marked changes

*Bridge plans require:

Full size paper copies
Electronic “PDF” files, and
Stamped Form 4 Load Rating Analysis

Section #31
Photos

- Representative of project limits, showing before and after construction

- Print or digital photos acceptable

Section #31
Final Reimbursement & Project Close-Out

Materials Certification

- Part of Quality Assurance Program – Appendix #21
- Signed by LPA and Construction Engineer of Record
- Indicates project materials are in accordance with plans and specs

Section #31
Final Reimbursement & Project Close-Out

Complete & Accept Letter

- States punch list items have been addressed
- Has date construction complete and accepted by Sponsor
- States project turned over to Sponsor for maintenance

Section #31
Final Reimbursement & Project Close-Out

And Finally, the Financial Summary shows all Participating and Non-Participating costs by phase:

- PE
- ROW
- CONSTRUCTION

Section #31
Final Reimbursement & Project Close-Out

Non-Construction Projects with property easements need:

- Proof of Payment
- A letter stating that all terms and conditions of the easement have been met
- Documentation of the county registry book and page number where the easement was recorded

Section #31
Vehicle Procurement Projects need:

- Proof of payment
- Copy of purchase contract
- Copy of purchase order
- Vehicle Identification Number (VIN)
- Registration / Title, and
- Pictures of vehicle
NHDOT Part 1 Checklist review

NHDOT reviews the final reimbursement request and material submitted by the LPA
Final Reimbursement & Project Close-Out

If successful Part 1

NHDOT Sends the Sponsor:
1) Final payment!
2) Project Completion Form
   (used to begin NHDOT final voucher process)

Section #31
Final Reimbursement & Project Close-Out

Project Completion Form

LPA: Fills out, signs and sends back within 30 days

Section #31
After LPA submits Project Completion Form no additional reimbursements will be allowed.

NHDOT will begin closing project with FHWA.

No more payments.
Final Reimbursement & Project Close-Out

Record Retention

- NHDOT reconciles federal participating expenses and establishes a Final Voucher date

- NHDOT Project Manager will notify LPA of Final Voucher date

- LPA shall maintain project records for at least 3 years after Final Voucher date

Section #31
Project Ending

- Final Reimbursement & Project Close-Out
- **Single Audit Reports**
- Project Re-payment

Section #31
NHDOT requires all LPA’s to send in copies of their annual Single Audit Report when their total federally-funded expenditures from **all** sources of federal funds received are greater than or equal to $750,000 in a single fiscal year.

**ALL** = FHWA, FTA, Education, Housing, Etc..... combined

Section #11
Single Audit Report

Why?

- NHDOT is considered a “Pass thru Agency” to the Sub-Recipient (the LPA)
- We are delegated the responsibility from FHWA to make sure you can financially manage your federal funds
- Audit teams visit NHDOT annually to select approximately 25 projects to review financial information

Section #11
NHDOT’S procedure:

- If you received any amount of Federal funding thru NHDOT, we will request a copy of your Single Audit Report or a letter from you stating that it’s not needed (<$750K)

- Requests are sent to an LPA with the first project reimbursement, then 1/year

- We also request your annual municipal financial report

Section #11
Project Ending

- Final Reimbursement & Project Close-Out
- Single Audit Reports
- Project Re-payment
Project Repayment

FHWA Policy Directive 5020.1
April 26, 2011

- Policy on the re-payment of Federal-aid funds expended when reasonable progress has not been made toward ROW acquisition or construction

See handout for copy of Policy Directive
Project Repayment

Projects Need To:
1) Advance to Construction, or
2) Advance to ROW Acquisition, or
3) Receive a NEPA “No-Build” Decision within 10 years of initial funding obligation or repayment will be required!

FHWA can grant time extensions – but rare
Project Repayment
Policy Directive

- Supersedes project cancellation Section #30 in LPA Manual Version #2.0 discussing “good faith effort”

- Will create greater need for LPA to bring project to implementation once formal design starts
Questions?

Next Up: Evaluations and Closing Remarks