



CONSTRUCTION PROJECT CLOSEOUT CHECKLIST

Drinking Water Infrastructure Projects

[Drinking Water State Revolving Fund](#)
[Drinking Water and Ground Water Trust Fund](#)
[PFAS- Remediation Loan Fund](#)



Env-DW 1100; Env-DW 1300; Env-Dw 1400

This checklist lists the documents required by the DWSRF, DWGTF, and PFAS-RLF drinking water infrastructure programs to close out projects at completion.

Project Name:	Project #:
Substantial Completion Date:	Final Completion Date:

DOCUMENT	DUE
Substantial Completion Walkthrough/Inspection (as needed). <i>Engineer to coordinate scheduling to allow NHDES attendance.</i>	Prior to Substantial Completion.
Certificate of Substantial Completion (Front End Section B).	Substantial Completion.
Punch List with value of work items remaining.	Substantial Completion.
Operation and Maintenance Manual(s) to Owner. <i>No copy sent to NHDES but must be available onsite at all times.</i>	ASAP after Substantial Completion.
Final Completion Walkthrough/Inspection (as needed). <i>Engineer to coordinate scheduling to allow NHDES attendance.</i>	Prior to Final Completion.
Certificate of Final Completion.	Final Completion.
Final Balancing Change Order.	After Final Completion and Prior to Final Disbursement.
Confirmation of compliance with all conditions of NHDES design approval and authorization to award.	ASAP after Final Completion.
Asset Management Plan requirement complete and Certification Form Approved. <i>Signed by owner.</i>	Prior to Final Disbursement.
<i>Documents required for all projects receiving funds through the DWSRF.</i>	
Project Certification (<i>select which applies to the project</i>). American Iron and Steel. Build America Buy America.	With Final Disbursement.
Final De Minimis Waiver (<i>select which applies to the project</i>). American Iron and Steel. Build America Buy America.	With Final Disbursement.
Final Disadvantaged Business Enterprise Utilization Report.	With Final Disbursement.
Bidder's List. <i>Cumulative list for all phases funded under loan.</i>	With Final Disbursement.
Final Weekly Contractor Work Log. <i>For private entities.</i>	With Final Disbursement.
Final Davis-Bacon Compliance Review.	With Final Disbursement.
Record Drawings. <i>Electronic PDF and GIS shapefiles requested.</i>	ASAP after Final Completion.
Updated Water System Emergency Plan.	ASAP after Final Completion.
Contractor's Affidavit (Front End Section B). <i>Signed by borrower and contractor.</i>	After retainage is paid at end of 1- year warranty.
Contractor's Release (Front End Section B). <i>Signed by borrower and contractor.</i>	After retainage is paid at end of 1- year warranty.