



OREGON
DEPARTMENT OF
ENERGY

Section 6

Project Closeout

Amendment 1 – 10/1/2010

Project Closeout

Project Closeout includes multiple steps by the Project Owner and the Oregon Department of Energy:

1. When a Project Owner has determined a project is complete and all allowable reimbursement requests have been processed, the Project Owner may request “Final Closeout” by sending an e-mail to their ODOE Project Manager.
2. If appropriate, the ODOE Project Manager will initiate the Closeout process. The ODOE Project Manager will proceed as follows:
 - Review the project file to determine if all required documents have been printed and included in the appropriate section of the file folder.
 - Determine that all monthly activity reporting up to this point has been completed and finalized.
 - Determine if the Project Owner signed and returned Exhibit B-Attachment 1, Lobbying Certification, previously.
 - Determine if any contractor exceeded \$100,000 in award and should have completed the Lobbying Certification.
 - Determine if Contracts/Fiscal staff are missing any required documentation such as Insurance Certificates, proof of DUNS number or CCR certification
 - Determine if Davis-Bacon Certified Payrolls with original signatures have been received, reviewed and corrected (if necessary) for the entire project, regardless of whether ARRA funds paid for the labor.

Any deficiencies in the above will be documented on the Project Final Report (**Form 6-1**) and the Project Owner must rectify in final closeout. The Project Final Report and Buy American Certification (**Form 6-1a**) will then be sent to the Project Owner for completion using the enclosed cover letter.

3. The Project Owner will complete all required documents and return them to the appropriate ODOE Project Manager along with all documents requested.
4. If Project Owner has not yet requested reimbursement for all eligible expenses, Project Owner will enter a reimbursement request into the Database.
5. The Project Owner will also complete the **Completed Project Costs** report in the Database for the project.
 - a. Go to the **Completed Project Costs** tab in the screen for the completed project.
 - b. Click on **Edit/Details**. You will then see the following:

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Completed Costs

Program Description:	Lighting Retrofit
Contract Amount:	\$69,169.00
Estimated Cost:	\$69,169.00
Project Completed Date:	<input type="text" value="06/2010"/> (mm/yyyy)
Total Non-Federal Funded Hours:	<input type="text" value="0.00"/>
Total Installed Cost:	<input type="text" value="67447.18"/>

Select for Inspection:	<input checked="" type="checkbox"/>
Funds to Pay for Measure Implementation	
BETC Pass-thru Amount:	<input type="text" value="0.00"/>
ETO/Utility Incentive Amount:	<input type="text" value="0.00"/>
SB1149 Amount:	<input type="text" value="0.00"/>
SEP ARRA Amount:	<input type="text" value="67348.18"/>
EECBG ARRA Amount:	<input type="text" value="0.00"/>
SELP Loan Amount:	<input type="text" value="0.00"/>
Other Non-Federal Amount:	<input type="text" value="99.00"/>
Other Federal Amount:	<input type="text" value="0.00"/>
Total Funds:	<input type="text" value="67447.18"/>

<u>S</u> ave	Cancel
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- Implemented date is the date the project is determined complete by the Contractor and Project Owner.
 - Installed Cost is the total cost of the project including all other sources of funds. The Total Installed Cost line will populate on its own.
 - Enter appropriate amounts in the cells under “Funds to Pay for Measure Implementation.” The Total Funds cell will populate automatically.
 - Click on **Save**. You can make changes to this information even after you have saved, but if you forget to save, or the system shuts you out, the information will be lost.
 - The ODOE Project Manager will have indicated if your project is schedule for site inspection by checking the appropriate box.
6. The ODOE Project Manager will review the returned Project Final Report, Buy American Certification, attachments and the information entered into the Database and determine if additional information is needed. Please allow up to

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two weeks for this review process. When all information is complete, the Project Manager will complete the Closeout Approval Form (**Form 6-2**) and enter a Reimbursement Request into the Database to release any funds eligible for reimbursement which were previously retained.

7. Finance will process the final Reimbursement Request and forward the final payment.
8. The ODOE Project Manager will complete the Final Closeout Certification (**Form 6-3**) and send you a copy for your file.

Post Close-Out Requirements

While your project is now complete, your contract with ODOE requires you to complete these future tasks.

1. Enter Energy Usage for 24 months after completion of your project. This usage will be compared to the baseline information you provided for a 12-month period before your project started. The dates for this requirement will be noted in the Final Closeout Certification (**Form 6-3**). **Please schedule to complete this data on a quarterly basis.**
2. Federal law requires that records be retained and accessible for a minimum of three (3) years, or such longer period as may be required by applicable law, following the later of (1) termination or expiration of your contract with ODOE or (2) the date of the conclusion of any audit, controversy or litigation arising out of or related to your contract with ODOE. Please ensure that the person responsible for records retention for your office is aware of this requirement. The ODOE, the Oregon Secretary of State and the Federal Government retain the right to view you and your Contractor's records. **NOTE:** Please ensure that your Contractor is aware of this requirement.

Date

Project Owner
Address
City, State, Zip

SUBJECT: Final Closeout Process for Contract SEP/EECBG 10-xxxx

Dear _____,

Congratulations on the completion of your project. Through this energy efficiency or renewable project you have made both an immediate and future impact on the livability of your community.

You are now ready to complete the requirements for project closeout. After review of your contract with Oregon Department of Energy and your project file, please find enclosed the Project Final Report; stipulated within the Documentation section is what additional information will be necessary before release of your final reimbursement. Please complete the Project Final Report and Buy American Certification and return them to me along with the information requested.

As indicated in Section 6 of the ARRA Tool Kit, you must also complete the Completed Project Costs report in the Database for this project.

The Oregon Department of Energy has the authority to perform a site review of ARRA project(s) to ensure equipment has been installed and is operating as specified. Your project(s)

_____ Has

_____ Has Not

been selected for an on-site inspection at this time. If you were selected, I will contact you to schedule a convenient time. The site visit team will include technical staff as needed and may include a Communications Specialist to expand on the information provided regarding this project in your community. The inspection will include a review of your files and the operation of the equipment at the place of performance.

Please let me know if you have any questions as you compile the requested information and complete the Project Final report (Form 6-1), Buy American Certification (Form 6-1a) and Database entry.

Sincerely,

Project Manager

Enclosures

Project Final Report

Contract number _____ Project name _____

Sub-recipient _____ Work Completion Date _____

Federal ID# _____ DUNS # _____

Please complete the following certifications and provide any documentation indicated.

Documentation – Please provide any information indicated.

	Before and After photos (preferably on a CD, but sending photos by e-mail or hard copies are acceptable).
	Lobbying and Litigation Certificate (Exhibit B—Attachment 1 from contract).
	Lobbying and Litigation Certificate (Form 4-11) from Contractor (for construction contracts over \$100,000)
	Copies of all permits required by local or state government indicating work is complete and acceptable.
	Documentation of all final project costs, regardless of intended funding source (invoices, payroll records, etc) in addition to what you have previously sent for reimbursement.
	Documentation of all final project revenue sources/expenditures other than this grant. Our records indicate you planned to use the following: _____ Business Energy Tax Credits _____ Small Energy Loan Program _____ Energy Trust or other Energy Company Incentives _____ Other Federal Incentives: _____ _____ SB 1149 Energy Efficiency School Funds _____ Project Owner Funds _____ Other: _____
	Certified Payroll with original signatures (must be ink signatures, not computer signed) for any construction activity which is part of this project.
	Approval documentation from State Historic Preservation Office if not previously provided to ODOE.
	Other:

Form 6-1 – Project Final Report

Labor Hours – In the box below, please report any **direct labor** worked on this project that was not previously reported through certified payroll or through a reimbursement request. Examples include foreman or supervision hours by the contractor not reported on the certified payroll and project management or in-house labor for which you were not eligible for reimbursement. Use a separate sheet if your needs exceed the space provided.

Job Classification	Time Period (x/x/xx-x/x/xx)	Total Hours	Employer	Funding Source

Buy American Certification – Working with your Contractor as necessary, complete the attached certification (**Form 6-1a**). Maintain a copy in your files and forward the original to the Oregon Department of Energy.

Equipment Acquired with Award Funds – If you had an SEP (State Energy Plan) ARRA award and purchased equipment for your project which had a per unit acquisition price of \$5,000 or greater, please complete the following:

Equipment Description	Manufacturer	Model	Serial#	Acquisition Date	Acquisition Cost	<i>For ODOE Use Only</i>

Form 6-1 – Project Final Report

Site Visits – The Oregon Department of Energy will complete site visits of a representative sample of all projects. If your project is selected for a visit, the ODOE Project Manager will schedule a time to review your files and visit the place of performance with you.

Note: Your contract allows for the Oregon Secretary of State, the Oregon Department of Energy and applicable Federal agencies to review your project files throughout its retention period. This also applies to your Contractor’s project files.

Documenting Success – The state and federal agencies involved in the American Recovery and Reinvestment Act funds are interested in telling the story of how these funds have been used and the impact they have made in your community.

Please tell us the impact you believe the project has had on your community:

Project Owner Statement

1. I understand the Oregon Department of Energy does not guarantee or in any way ensure the performance of any equipment, the quality of any system or the reliability of any dealer by funding this project with American Recovery and Reinvestment Act funding.
2. I certify that the project complies with all local, state and federal requirements. I obtained all necessary permits, and followed state licensing, building codes, purchasing requirements and wage and hour laws.
3. I have completed this form to the best of my knowledge and have not altered any part of the statement.
4. I certify that I am the Project Owner representative. By signing, I acknowledge that I have read and agree with the terms and conditions of the Project Owner Statement and have not altered any part of the Statement.

Signature _____ Title _____

Print Name _____ Date _____

Form 6-2 – Closeout Approval Form

Explain any N or "na" answers here.



