**Certified LPA Contract Closeout Form**

**Applicability:**  This contract closeout form has been developed for use on federal-aid projects where ODOT has oversight of Local Public Agency (LPA) administered contracts [ref 23CFR 172.5(c)(14)].

**Contract Number:**  **Key Number:**

**Project Name:**

**Consultant:       Consultant’s PM:**

**Confirmation**

As the Contract Administrator for this Enter LPA name contract, I confirm, to the best of my knowledge and based on my review of the contract and related documentation, the following:

|  |  |
| --- | --- |
| 1. All tasks have been completed and all required deliverables have been submitted and found to meet the requirements of the contract. | Yes  No |
| 1. Final invoices have been received, final expenditures have been billed and final payment has been made by the Agency as of Enter Date. | Yes  No |
| 1. LPA has received written verification (email acceptable) from the consultant / contractor that all sub-contractors used under the contract have been paid for all services. | Yes  No |
| 1. I have reviewed an accounting of all payments made under the contract and confirmed that payments did not exceed the contract NTE amount of $\_\_\_\_\_\_\_\_ (attach accounting spreadsheet or printout from accounting system). | Yes  No |
| 1. If the total payments under the contract were less than the contract NTE amount, an adjustment of $\_\_\_\_\_\_\_\_ has been entered in the financial/procurement accounting system used by the LPA to reflect the actual reduced expenditure for the contract. | Yes  No  N/A |
| 1. Consultant performance evaluation has been completed. | Yes  No |
| 1. All required procurement and contract administration documentation has been completed and placed in the applicable files. | Yes  No |

If “No” on any of the above, provide explanation/justification:

**LPA’s Contract Administrator:       Date:**