

PROJECT CLOSURE SUMMARY INSTRUCTIONS

- I. General Information.** For *Contract No.*: Reference the grant offer.
Project description: Abbreviated form of major work item.
- II. Fiscal Summary.** This summary of eligible costs only. *Amount Claimed*: Actual project expenses. *Amount Approved*: Costs approved to date by FAA.
- III. Miscellaneous.** Complete applicable areas only.

Grant Amendment Request: If project costs exceed original grant offer the Sponsor must have include in the closeout package (or prior to) a written request for a grant amendment to cover increased costs.

Special Conditions Met: Does the grant offer have special conditions which would effect final payment or require submission of information not furnished with the application?

Airport Layout Plan: This is to reflect only the “As Built” conditions of the project. The process to comply with requirement will be determined at project scoping meeting. An ALP approval is not a requirement of the process.

Airport Master Record Update (5010-1). Updates should made by sponsor on 5010-1 for (1) all new construction and (2) reconstruction only where dimension or alignment changes. Annotate in red ink and submit marked up 5010-1 form to region.

- IV. Engineering.** Section is self-explanatory. Continue on a separate sheet if necessary.
- V. Construction.** Continue on a separate sheet if necessary.

Liquidated Damages: If the completion date was not met and liquidated damages will not be assessed, a complete explanation of your determination must be included.

VI. Submissions/Certifications.

Contract Work Summary. Provide an explanation for all major pay items that underran or overran the original contract quantity by more than 10%. (Major item is any single item that exceeds 20% of the total contract amount as awarded, per AC 150/5370-10A).

Summary of Tests Performed. Submit the summary of the tests performed and their results. Explain actions taken for failing tests. Identify pay reductions based upon test results.

Summary of Change Order(s). Include a brief description, change order number, total amount, eligible amount, and time extension (if any).

As-Built Plans. Submit one (1) paper set.

Electronic As-Built Plans: If available, submit per AC 150/5300-13 appendix 15.

Equipment Purchases: Explain any equipment that does not meet specifications.