

# Division of Water Infrastructure

## CDBG-I Project Closeout Checklist

Owner: \_\_\_\_\_

Grant No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Authorized Representative will certify all applicable items received by grantee at project completion. Mark "YES, NO, N/A." If recording "NO" for any items, provide reason for not receiving documentation.

\_\_\_\_\_ 1. Release of Liens & Consent of Surety to final payment received from contractor.

\_\_\_\_\_ 2. Owners Certification of Completion.

Link : <https://www.deq.nc.gov/cdbg-i-owners-certificationdoc/download>

\_\_\_\_\_ 3. Engineer's Certification (substantial completion may use EJDC form).

\_\_\_\_\_ 4. As Built/Record Drawings (certified/sealed) provided to owner.

\_\_\_\_\_ 5. O&M Manuals turned over to owner.

\_\_\_\_\_ 6. Test Reports: pipe/pressure tests recorded, concrete, compaction etc.

\_\_\_\_\_ 7. Inspector's Daily Logs turned over to owner.

\_\_\_\_\_ 8. Approved shop drawings and submittals provided to owner.

\_\_\_\_\_ 9. Warranty Information provided to owner.

\_\_\_\_\_ 10. Spare Parts Inventory and List provided to owner.

\_\_\_\_\_ 11. Training sessions completed.

\_\_\_\_\_ 12. Release/Approval from NC-DOT and/or Rail Roads, if applicable.

\_\_\_\_\_ 13. Contact the Regional Office to inform them of facility startup.

Link to Regional Offices: <https://www.deq.nc.gov/about/contact/regional-offices>

\_\_\_\_\_ 14. Clear Site/Easement Certification

\_\_\_\_\_ (a) by Owner &

\_\_\_\_\_ (b) by Owner's Counsel, if changes were made.

\_\_\_\_\_ 15. CDBG-I compliance documentation/reports (DB, Section 3, AFFH, etc.).

\_\_\_\_\_ 16. Item 1-15 are completed for final reimbursement request. Submitted final reimbursement request NCDEQ-DWI CDBG-I Unit.

\_\_\_\_\_  
Authorized Representative (Print)

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

### Notes:

1. Authorized Representative is an individual allowed to sign on behalf of the grant recipient and matches the signature card on file with CDBG-I.
2. Submit items 1-3 to <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.