**CDOT Local Agency Web Resource**

**Flowchart 11: Project Closure**

**Local Agency Checklist**

|  |  |  |
| --- | --- | --- |
|  | **Date Completed** | **Action** |
|  |  | **Prepare and distribute final plans** |
|  |  | **Submit final documents** |
|  |  | **Check documentation and accept final material certification** |
|  |  | **Check final quantities, plans and pay estimate**  |
|  |  | **Process final payment to contractor** |
|  |  | **Final request for reimbursement** |
|  |  | **Retain project records for three years from last project action** |