**Project Closeout**

After the completion of the physical work, the LPA and ALDOT work together to finalize the project. This process ultimately leads to the final payment and release of the contractor from further responsibility for the project. In addition, the LPA must gain acceptance of the project from all participating agencies, determination of an agreement on the final value of the contract, and the completion of all remaining contract requirements.

Closing out projects includes the management of obligated but unexpended funds, to ensure that unused funds are rescinded or redirected for other uses. When a Federal-aid project is closed, unexpended funds should be transferred to a new or existing Federal-aid project involving the same class of funds.

FHWA final acceptance is performed after all required paperwork has been submitted by the LPA to ALDOT and ALDOT requests the project be closed.

It is the responsibility of the LPA to do any necessary follow-up to assure that the contractor completes the punch list work in a timely manner. Upon completion of all physical work, including punch list work, the LPA shall forward to the ALDOT Division Engineer or designee a written acceptance and final project certification form.

*Additional closeout requirements and related activities are found in Chapter 14 of the LPA Manual.*