# Memorandum

**To:** Chris Sturm (CWCB), Jeff Sickles (EWP TA Team)

**From: Coalition Coordinator/Sponsor Representative**

Organization

**Date:** Date

**Subject: Project Close-out Meetings and Documentation for Project**

# Final Close-Out Meeting

# This memorandum documents that a final project close-out meeting and inspection was held for the PROJECT NAME EWP project on DATE OF MEETING as required by the NRCS. The following representatives attended the meeting:

# Name, Project sponsor

# Name, Contractor

# Name, Engineer

# Name, NRCS Representative

# Name, CWCB TA Team Representative

As part of the meeting, a punch-list was developed and items were subsequently addressed by the contractor as noted on the attached document.

**Heavy Equipment Close-Out Meeting**

Prior to the this final close-out meeting, a pre close-out meeting was held on **DATE OF MEETING** before removal of heavy equipment from the site to address any concerns with in-stream structures or site grading. The following representatives from NRCS and CWCB attended that meeting:

# Name, NRCS Representative

# Name, CWCB TA Team Representative

# The punch-list from the pre close-out meeting and follow-up actions is also attached to this memorandum.

# Project Close-out Documentation

# As the sponsor of the project, we understand it is our responsibility to complete the requirements for project close-out within 30 days of the end of the Financial Assistance Agreement. At a minimum, the following items noted on the project close-out checklist will be provided to CWCB:

# Final inspection walk-through (documented here in this memorandum)

# Design plan set (original stamped plan set used for construction)

# Quality Assurance Plan

# Operations, Inspection, and Maintenance Plan

# Signed NRCS-ADS-78 form and attorney’s opinion letter

# Construction bid package (RFP or ITB documentation)

# Final Construction Report (includes as-built plan set)

# Final Deliverable Report

# Attachments:

# Meeting Minutes

# Final Project Close-Out Punch List and Follow-up Actions

# Pre Close-Out Punch List and Follow-up Actions