

## Colorado Emergency Watershed Protection (EWP) Program

Sponsored by the Colorado Water Conservation Board (CWCB)  
Administered by the Natural Resources Conservation Service (NRCS)

2013 Colorado Flood Recovery  
[www.coloradoewp.com](http://www.coloradoewp.com)

# PROJECT CLOSE-OUT REQUIREMENTS

This fact sheet covers the project close-out requirements for local project sponsors receiving funding for watershed recovery projects from the Emergency Watershed Protection (EWP) program, Phase II Colorado Flood Recovery.

## Close-out Steps

Within 30 days of the completion of project construction, local project sponsors must complete the following steps:

1. Work with Chris Sturm to schedule a final inspection with the contractor, design engineer, and Todd Boldt (NRCS).
2. Submit the final invoice to Mike Serlet and clearly mark it as the “final invoice.” If the project is in El Paso County, submit the final invoice to Jeff Conboy.
3. Upload the required documentation listed below to the project’s folder on the [Egnyte website](#) within the *Project Checklist > 05\_Project Close-out* folder.
4. Upload photos, including before and after photos, to the project’s folder on Egnyte within the Photos folder. Include GPS coordinates for photo points, if available.
5. Email Chris Sturm and Jeff Sickles upon completion of the close-out steps.

## Required Documentation

Local project sponsors must make sure the following documents are uploaded to the project close-out folder on Egnyte within 30 days of construction completion. Many of the documents are required as part of earlier project milestones; however, please upload a copy of all listed documents to the project close-out folder.

- **Design plan set** signed and sealed by a licensed professional engineer for the sites identified in the project’s scope of work. Include project specifications and special revisions if using standard specifications from the Colorado Department of Transportation (CDOT) or a local government agency.
- **Quality Assurance Plan.**
- **Operations, Inspection, and Maintenance Plan.**
- Signed **NRCS-ADS-78 form** and an attorney’s opinion letter.
- **For-construction plan set** and the contractor’s cost estimate.
- Signed **NRCS Form CO-ENG-12** Certification of Conservation Practice Completion.
- **Memo** from the project sponsor to Chris Sturm and Jeff Sickles documenting the occurrence of the project close-out meeting and walk-through inspection.

## Contacts

- Chris Sturm, CWCB,  
[chris.sturm@state.co.us](mailto:chris.sturm@state.co.us)
- Jeff Conboy, CWCB,  
[jeff.conboy@state.co.us](mailto:jeff.conboy@state.co.us)
- Mike Serlet, CWCB,  
[mike.serlet@state.co.us](mailto:mike.serlet@state.co.us)
- Jeff Sickles, Technical Assistance Team,  
[jsickles@engenuity-es.com](mailto:jsickles@engenuity-es.com)

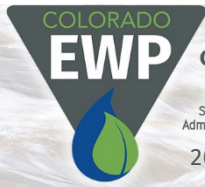
For questions on design plans and engineering documents, contact the project’s design engineer.

## Egnyte Website

<https://engenuity.egnyte.com>

Egnyte is the file sharing system being used by the CWCB to organize and transmit project files. All close-out documentation should be uploaded to the project’s folder in Egnyte.

Passwords for the Egnyte website have been distributed to all project sponsors. Contact Jeff Sickles with questions on passwords.



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- **Final Construction Report.** The construction oversight contracts require the consultant to provide the local project sponsor a final construction report, which includes the following:
  - Summary statement certifying these NRCS requirements:
    1. The project has been completed meeting technical requirements identified in Section III of the statement of work with the NRCS.
    2. This report certifies that the construction was completed in accordance with the plans and specifications except as noted.
    3. Quantities are as shown on the final pay estimate included in this report.
  - The as-built plan set, also known as as-built drawings or record documents, of final construction signed by a licensed professional engineer. Include Autocad and/or ArcView files and models. Design engineers should review Appendix A3 of the [EWP Project Engineering Guidance](#) for information on preparing the record document and meeting requirements for NRCS as-built drawings located here: [coloradoewp.com/design-resources](http://coloradoewp.com/design-resources). Include this statement on the cover sheet: “I certify to the best of my professional knowledge, judgment and belief, these plans meet applicable NRCS standards.”
  - Weekly construction updates, observation reports, photo log, and meeting minutes.
  - Maintenance recommendations, if any.
- **Final Deliverable Report.** The local project sponsor’s scope of work requires a final deliverable report that provides a long-term record documenting the project’s purpose and how it was completed. The report describes the project’s background, goals and objectives, tasks, budget, partners, benefits, and lessons learned. This report is the local project sponsor’s responsibility. A template for the final report can be found at [coloradoewp.com/document/final-report-template](http://coloradoewp.com/document/final-report-template).

Sponsors must retain all records dealing with the award and administration of the contract for three years from the date of the final invoice. See **Item 9: Grantee Records** in your contract with the CWCB.

## Other Recommendations

- **Complete close-out documentation and schedule final inspection as early as possible. Look for steps that can be completed now and do not wait until the last minute.**
- Upload other data useful for long-term project monitoring to Egnyte, including:
  - Benchmark descriptions - provide coordinates and narrative description for survey benchmarks, including cross section and transect end points, so that these can easily be located in the future.
  - As-built photographs - provide any relevant as-built photos and include the photo-point coordinates, location description, and view direction, if possible.
- For close-out requirements related to CDBG-DR funding, coordinate with KC McFerson ([kc.mcferson@state.co.us](mailto:kc.mcferson@state.co.us)) at the Colorado Department of Local Affairs (DOLA).
- Communicate project completion to landowners, let them know what to expect in operations and maintenance, and who to contact moving forward.



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# PROJECT CLOSE-OUT REQUIREMENTS

## Close-out Checklist

Item	Document	Notes	Date Completed
A	Final inspection walk-through (include close-out walk-through memorandum)	Scheduled by local project sponsor	
B	Design plan set	Prepared by design engineer	
C	Quality Assurance Plan	Exhibit to contract with CWCB	
D	Operations, Inspection, and Maintenance Plan	Exhibit to contract with CWCB	
E	Signed NRCS-ADS-78 form and attorney's opinion letter	Exhibit to contract with CWCB	
F	Construction bid package	Prepared for request for bids	
G	Final Construction Report (includes as-built plan set and signed <a href="#">NRCS Form CO-ENG-12</a> Certification of Conservation Practice Completion)	Prepared by construction oversight team	
H	Final Deliverable Report	Prepared by local project sponsor	