



Health Care and Other Facilities Construction Awards Closeout Documentation

Once the project is completed, you must submit the following documentation, based on your project type.

Documentation	New Construction or Renovation	Equipment-Only	Design-Only
Federal Financial Report (FFR - SF 425)	X	X	X
Insurance Form (see page 2 for sample)	X		
SF 424C budget page showing the actual, final project costs . See page 15 of General Information and Instructions for Grant Application (PDF - 910 KB)	X	X	X
An itemized equipment list, if applicable. If the list has items that have a unit cost of less than \$5,000, a signed and dated statement from the head of the grantee's Accounting Department should also be submitted affirming that all items listed as equipment are being treated as capital items under the grantee's accounting system.	X	X	X
Any outstanding items per conditions in the Notice of Grant Award	X	X	X
A certificate of occupancy issued by the local authority having jurisdiction, if applicable.	X		
A copy of the Certificate of Substantial Completion.	X		
Photos (with brief descriptions) of the completed project. Exterior shots (front, rear of building) and major rooms would suffice.	X		
A letter stating that the project has been: completed in accordance with the previously certified contract documents; constructed in accordance with all applicable federal statutes and regulations; and that the project is free of mechanics' liens. The letter should also include a statement certifying to the validity of the final project costs as provided in the attached SF 424C budget page. This letter is to be dated and signed by the grantee's authorized representative.	X		
A letter certifying to the validity of the final project costs as provided in the attached SF 424C budget page. This letter is to be dated and signed by the grantee's authorized representative.	X	X	X
A letter, signed by the A/E firm's authorized representative and dated, that addresses the following (it may be modified as necessary to meet the specific conditions of the project): I hereby certify that on (date) (name of A/E firm) completed the final working drawings and final technical specifications for the (describe project) in accordance with the Owner/Architect Agreement signed and executed on (date). I further certify that the project was designed in accordance with all mandatory requirements imposed on federally-assisted construction projects by specific laws enacted by Congress, Presidential Executive Orders, or Departmental Policy, as well as all applicable program standards, state codes, and local codes and ordinances.			X
A copy of the final floor plan(s) design. The format should be formatted no larger than 11 x 17 and should include a graphic scale. The plan (or plans, if multiple stories are involved) should depict the basic intent of the design area without including details typical in construction drawings.			X

Insurance Information Certification Statement

The grantee organization will submit the following statement. The document may be modified as necessary to meet the specific conditions of the project.

I hereby certify that (name of grantee organization) has done the following:

Item 1:

- Purchased an insurance policy on the Government-funded facility which insures the facility at the full replacement value of the property. The insurance policy protects the property from total or partial physical destruction and will be maintained as long as the grant assisted property is owned by the facility; or
- Effectively self-insured against physical destruction and foreclosable liens, and that the grantee organization has sufficient funds available in the form of (describe source of the funds) to replace and/or repair the facility or satisfy a lien.

Item 2:

- Purchased a title insurance policy covering the full appraised value of the facility. The policy will be maintained as long as the grant assisted property is owned by the facility (Title insurance is not required if a legal or title opinion is provided.); or
- Holds fee simple title to the site, in the form of the attached legal or title opinion, free of all mortgages or other foreclosable liens to all land, rights-of-way, and easements necessary for the project.

(Signature of Authorized Grantee Official)

(Title)

(Date)