# **CC-05 PROJECT CLOSEOUT**

#### SECTION 1: PROJECT INFORMATION

Grantee Name:	
Project Title:	
Awarded in FY:	
CDE Accounting PO#:	
Project Start Date:	
Project Completion Date:	

**SECTION 2: FINANCIAL SUMMARY** (see final CC-06 to complete)

Grantee Match %:

	Grant Amount	Total Requested	Remaining Funds
BEST Grant Amount			
Grantee Match			
Total Project Cost			

Other sources of funding secured to support this BEST project (include grants, donations, and any additional district funds):

### **SECTION 3: PROJECT SUMMARY**

Project	Status:	100% Complete	e Punch	List/Warrant	y Ongoing	Additional S	cope Remaining	by District
Total Pi	oject Square Fo	ootage:	Cost pe	er Square Foc	ot:			
Date of	Occupancy (dat	te students/staff	use the building	g for intended	l purpose):			
Date of	Substantial Cor	mpletion (date w	arranties begai	n, if multiple l	list):			
	All warranties i	n place? Yes	No	Length of W	/arranty:			
Insuran	ce Updated?	Yes No		Facility Insu	ired Amount:			
High Pe	rformance Cert	ification	LEED	CHPS	Green Globe	s l	N/A	
	Certification Le	vel:						
	Status:	Complete	Pending (estim	nate completi	ion date):			

# **CC-05 PROJECT CLOSEOUT**

### SECTION 4: RECORDS DOCUMENTATION AND MONITORING

Please review Exhibit C of the Grant Agreement that outlines the Deliverables and Submittals that should be on file with the grantee and shared with CDE, as applicable. Your RPM will review files and follow up as needed.

### All applicable deliverables have been completed as outlined in Exhibit C Yes No

Per the grant agreement, grantees are responsible for keeping all project records for 10 years after completion of a project. To document quality control measures that have occurred on the project, please complete the table below as applicable for your project.

	Type of Document (as applicable)	Responsible Firm and Person	Date Approved or Issued	Where is documentation kept?
Architectural				
Plans				
le. Construction				
Documents, specs				
Engineering				
Reports				
le. Soil reports,				
materials testing, etc.				
Permit				
Documents				
le. DFPC, foundation,				
roof, building, etc.				
Inspection Cards				
Final				
Occupancy				
Certificate				
Ie. Partial/Complete				
Warranty				
Walkthrough				
НРСР				

### **SECTION 5: PROJECT OUTCOME** (Grantee/LEA Staff to complete)

**1.** What were the main deficiencies addressed? (if project addressed multiple facilities, please describe scope at each facility)

2. What was most successful about your project?

### **CC-05 PROJECT CLOSEOUT**

- 3. What, if any, challenges were faced?
- 4. How has this project impacted students?
- 5. Any advice for future BEST grantees? Or something you wish you knew earlier?
- 6. Please share up to 5 pictures of your completed project by emailing as attachments, including one of the permanent BEST sign, as applicable. Complete?
- 7. Interested in debriefing about your project with CDE staff further? Yes No

#### **SECTION 6: ACKNOWLEDGEMENTS**

#### By signing below, you are acknowledging that you understand the following.

- 1) No additional funds will be requested for this project and acknowledge that CDE will no longer authorize any requests for funds regarding this project.
- 2) A five or ten-year (FY25 and later) recapture policy is in place for the work completed through this grant. If property or improvements impacted by the Grant is sold, abandoned, demolished, or extensively renovated in a manner that makes the Project work obsolete within the recapture period, a portion of the grant will be recaptured according to the grant agreement.
- 3) If a major project was awarded (new facility, major renovation/addition, etc.), the district will begin setting aside funds for Capital Renewal Reserve according to the <u>board policy</u> and as agreed to in the application starting next fiscal year.

Printed Name/Title of Authorized Representative:

Signature of Authorized Representative:

Date:



Revised FY24-25