

§ 1753.49

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obtain borrower's approval and forward the four copies to the contractor. Receipt of the executed Construction Change Order by the contractor will constitute authorization to proceed with the changes or corrections.

(2) When the changes or corrections have been made, the borrower shall have the contractor complete the form, itemizing the costs in accordance with the terms of the contract, and return three copies to the borrower's engineer. A copy of each change order shall be attached to each copy of the construc-

tion inventory required to close out the contract.

[54 FR 39267, Sept. 25, 1989. Redesignated at 55 FR 39397, Sept. 27, 1990, as amended at 64 FR 16609, Apr. 6, 1999]

§ 1753.49 Closeout documents.

(a) *General.* The borrower shall be responsible for preparing the closeout documents with, if necessary, the assistance of the GFR.

(b) *Documents required.* The following table lists the documents required to closeout the RUS contract Form 515.

DOCUMENTS REQUIRED TO CLOSEOUT CONSTRUCTION CONTRACT
[RUS Form 515]

RUS Form No.	Description	No. of copies prepared by		Distribution	
		Contractor	Engineer	Borrower	Contractor
724	Final Inventory—Certificate of Completion	2	1	1
724a	Final Inventory—Assembly Units	2	1	1
None	Contractor's Bond Extension (send to RUS when required).	(3)	(to RUS)	(to RUS)
281	Tabulation of Materials Furnished by Borrower	2	1	1
213	Certificate—"Buy American"	1	1
None	Listing of Construction Change Orders	1	1
224	Waiver and Release of Lien (from each supplier) ...	1	1
231	Certificate of Contractor	1	1
527	Final Statement of Construction	2	1	1
None	Reports on Results of Acceptance Tests	1	1	1
None	Set of Final Staking Sheets	1	1
None	Tabulation of Staking Sheets	1	1
None	Correction Summary (legible copy)	1	1
None	Treated Forest Products Inspection Reports or Certificates of Compliance (prepared by inspection company or supplier).	1
None	Final Key Map (when applicable)	1	1
None	Final Central Office Area and Town Maps	1	1

(c) *Closeout procedure.* (1) After construction has been completed in accordance with the plans and specifications, and acceptance tests have been made, the borrower shall arrange the time for a final inspection to be made by the borrower's engineer, the contractor, the GFR and a representative of the borrower.

(2) *Final inventory documents.* (i) The borrower shall obtain certifications from the engineer that the project and all required documentation are satis-

factory and complete. Requirements for these contract closeout certifications are contained in §1753.18.

(ii) The borrower shall prepare and distribute the final inventory documents in accordance with the tables contained in this section. The documents listed for RUS shall be retained by the borrower for inspection by RUS for at least two years from the date of the engineer's contract closeout certification.

STEP-BY-STEP PROCEDURE FOR CLOSEOUT OF CONSTRUCTION CONTRACT
[RUS Form 515]

Sequence		By	Procedure
Step No.	When		
1	Upon Completion of Construction	Borrower's Engineer.	Prepares the following: a set of Detail Maps and a set (when applicable) of Key Maps which show in red the work done under the 515 contract; a Tabulation of Staking Sheet; and a tentative Final Inventory, RUS Forms 724 and 724a.
2	After acceptance tests made	Borrower's Engineer.	Forwards letter to the borrower with copies to the GFR stating that the project is ready for final inspection. Schedules inspection date.
3	Upon receipt of letter from Borrower's Engineer.	GFR	Advises borrower whether attending the final inspection will be possible.
4	By inspection date	Borrower's Engineer.	Obtains and makes available the following documents: a set of "as constructed" detail maps and (when applicable) "as built" key maps; a list of construction change orders; the final staking sheets; the tabulation staking sheets; the treated forest products inspection reports or certificates of compliance; the tentative final inventory, RUS Forms 724 and 724a; the tentative tabulation, RUS Form 231 (if borrower furnished part of material); and, a report of results of acceptance tests.
5	During inspection	Borrower's Engineer.	Issues instructions to contractor covering corrections to be made in construction as a result of inspection.
6	During inspection	Contractor	Corrects construction on basis of instructions from the borrower's engineer. The corrections should proceed closely behind the inspection in order that the borrower's engineer can check the corrections before leaving the system.
7	During inspection	Borrower's Engineer.	Inspects and approves corrected construction. Marks inspected areas on the key map, if available, otherwise on the detail maps.
8	Upon completion of inspection	Borrower's Engineer.	Prepares or obtains all the closeout documents listed in Table 3.
9	After signing final inventory	Borrower	Prepares and submits to RUS the engineer's certifications of completion and a Financial Requirement Statement, RUS Form 481, requesting amount necessary to make final payment due under contract.
10	On receipt of final advance	Borrower	Promptly forwards check for final payment to contractor.
11	During subsequent loan fund audit review following final payment.	RUS Field Accountant.	Examines borrower's construction records for compliance with the construction contract and Subpart F, and examines RUS Form 281 (Tabulation of Materials Furnished by Borrower) if any, for appropriate costs.

(iii) When the total inventory price exceeds the maximum contract by more than 20 percent, an extension to the contractor's bond is required.

(iv) The borrower shall submit the engineer's contract closeout certification with FRS for the final advance of funds.

(3) Final payment shall be made according to the payment provisions of article III of RUS Form 515, except that certificates and other documents required to be submitted to or approved by the Administrator shall be

submitted to and approved by the Owner.

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§§ 1753.50–1753.55 [Reserved]

Subpart G—Outside Plant Major Construction by Force Account

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