

FINAL CONSTRUCTION REPORT OUTLINE

The Final Construction Report should be completed by the project's Construction Oversight Team and submitted to the local project sponsor in less than 30 days after the project's completion as part of the project's close-out steps. For more information on close-out requirements, see the [Project Close-out Requirements](#) fact sheet.

SAMPLE REPORT OUTLINE

1. PROJECT PURPOSE AND OBJECTIVES

Describe the project's purpose, goals, and objectives, which can be found in the Project Design Report.

2. ENGINEER'S CERTIFICATION

Include a certification statement covering the language of [CO-ENG-12-Certification of Conservation Practice Completion](#) (form not required) certifying that construction was completed in accordance with the plans and specifications and with the scope of work in Exhibit A of the grant agreement with the CWCB agreement, except as noted in the next section.

3. DESIGN CHANGES AND FIELD ADJUSTMENTS

Describe any variances from the design plan and exceptions from the contract requirements.

4. FINAL QUANTITIES AND PROJECT COST

Provide the final pay estimate and invoice as back-up documentation with a comparative table of bid quantities and as-constructed quantities.

5. AS-BUILT SURVEY

Include information in narrative form for reference purposes.

6. HYDROLOGY SUMMARY

Provide a brief summary of the design hydrology to inform project monitoring. More detailed information should be provided in Appendix B.

7. PERMIT CLOSE-OUT

Include a table of relevant permits that indicates whether each permit is closed out or not, any additional requirements for closing it out, and critical dates or milestones that must be met.

8. INSPECTION AND MAINTENANCE RECOMMENDATIONS

Describe any recommendations or other notes related to project maintenance and warranties, making reference to the project's Operations, Inspection, and Maintenance Plan.

APPENDICES

A. As-Built Plan Set – Attach the as-built plan set, also known as as-built drawings or record documents, of final construction signed by a licensed professional engineer and 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.

B. Post-Project Floodplain and Hydraulic Analysis – Provide descriptions of the following: hydraulic modeling methodology, hydrology, boundary conditions, Manning's roughness coefficients, assumptions, and results of the floodplain analysis.

C. Weekly Construction Update Notes – Compile the weekly updates into an appendix.

D. Construction Documentation – Organize other details documenting construction, such as construction observation reports, meeting minutes, and photo log, into electronic files and provide a link for sharing.