

# NEW MEXICO DEPARTMENT OF TRANSPORTATION NOTICE TO CLOSE A PROJECT (NTC)

TO: Project Oversight Division

DATE: \_\_\_\_\_

FROM:

District:

Local Lead

SHARE Control Number:

Federal or State Project Number:

Description/Termini:

Contract No:

The submittal of this form indicates that the project has been completed and **all payments** have been made and NMDOT is ready to close out the project in the Federal Highway(FHWA) Financial system.

Please check each item below verifying that you have completed each task:

All work has been completed

Verified that Augmentation Invoices were

paid(via email to CCRB Augmentation liaison)

Reconciliation of expenditures was completed

Final Voucher has been paid

Please provide PO#'s associated with this project that way POD can make sure they are closed out. \_\_\_\_\_

**\*\*\*Construction, Statewide Price Agreements and T/LPA Projects\*\*\***

If the project needs to go to CCRB for file review please follow the steps described in the Federal Close out Procedures as provided by POD. Once you have completed step 4 of the Federal Closeout Procedures please indicate below.

Final Package has been placed in the Districts assigned file located in link provided below:

[\\go\consharecb\Finaled\\_Construction\\_Files.](#)

Please check when file has been uploaded in the correct file as identified above. (if step is not completed CCRB will reject)

Please make sure the following systems have been completed and are ready for close-out.

B2GNow:   
LCPtracker:

Date approved: \_\_\_\_\_  
Date approved: \_\_\_\_\_

For Program Area projects please have the Program manager sign off below. For Construcion and T/LPA projects the District Audit supervisor needs to sign.

\_\_\_\_\_  
Program Manager

\_\_\_\_\_  
District Audit Supervisor

\_\_\_\_\_  
Date