

Final Forms Packet Checklist

Project Number: _____ Project Name / Location: _____
 Contract Number: _____ Contracting Authority: _____
 Accounting Number: _____ Contractor: _____

Instructions: Upload the following documents to [Doc Express](#), as applicable, when requesting approval of the final voucher or pay estimate to the Iowa DOT Administering Bureau. Check the box to indicate whether documents are in Doc Express or Hard Copy. If the document doesn't apply, check the "N/A" box. If any of the items are not complete or correct, the final voucher or pay estimate will not be processed until all applicable documents are provided. Keep a copy of this completed checklist, including all attached documents, in the project file.

The Iowa DOT Standard Specifications, Construction Manual, and the Materials I.M.s are all available on-line as part of the Iowa DOT's [Electronic Reference Library](#). Most of the Iowa DOT forms referenced below are also available on the [Iowa DOT Forms](#) web page. Finally, many of the forms or documents included in this checklist are also discussed as part of [I.M. 6.000](#), Construction Inspection.

Document	Submittal Type		
	Doc Express	Hard Copy	N/A
Include for all contracts paid directly by the LPA (not through the Farm-to-Market (FM) account):			
Final Pay Estimate ((Form 181235) or acceptable substitute) - Include if the Contractor was paid directly by the LPA. The final pay estimate reflects the final quantities and price adjustments, as corrected by the Iowa DOT final audits/review (if applicable) and has been signed by the Contractor and the Project Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claim for Reimbursement of Project Costs – Include Claim for Reimbursement of Projects Costs, signed by the Person in Responsible Charge, and a copy of all proof of payments, invoices, and pay estimates not submitted with a previous Claim for Reimbursement of Project Costs. For information on which Claim for Reimbursement of Projects Costs form to use, contact your Administering Bureau.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include for all contracts paid by the Iowa DOT using the Contractor Pay System (CPS) (FM account):			
Final Contract Construction Progress Voucher (Form 181013, C.M. 2.37) - The final voucher includes all Change Orders, reflects the final quantities and price adjustments, as corrected by the Iowa DOT final audit/review (if applicable), and has been signed by the Project Engineer, Chairman of the Board of Supervisors, Local Systems Field Engineer, and the Contractor. Note: If the Field Manager software is used, the computer-generated final voucher may be used instead of Form 181013.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For all Federal-aid contracts that apply, include:			
Certification of DBE Accomplishments (Form 102116 , C.M. 2.25 , Article 1102.03) - Include if the contract was let by the Iowa DOT, even if no DBE firms were used. This certificate shall be submitted on all Federal-aid contracts and shall list the dollar amounts paid to all DBE firms on the contract; this form is not required for non-Federal-aid contracts. The certification shall be dated and signed by a responsible official legally representing the Contractor. Falsification of this certification will result in suspension of bidder qualifications according to Article 1102.03 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification of DBE Accomplishments (Form 517013 , I.M. 5.120) - Include if the contract was let by the LPA, even if no DBE firms were used. If no DBE firms were used, the Project Engineer shall complete the applicable portions of the form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For all contracts that apply, include:			

Document	Submittal Type		
	Doc Express	Hard Copy	N/A
Certification of Subcontractor Payments (Form 518002) - Include if the Contractor utilized any subcontractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Evaluations Evaluation Report form (Form 517031) , Evaluation Report Instructions) - These have to be submitted electronically to the Contracts and Specifications Bureau, for the Contractor and any subcontractors with subcontract amounts of \$20,000 or more. If using FieldManager, use instructions in the FieldManager Guide. For all other projects, use the instructions in the Evaluation Report Instructions . At the Project Engineer's option, these may be submitted for subcontracts of lesser value.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest Payment Information (Form 830236 , I.M. 6.130) - Include for all contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit of Final Pay Estimate (Form 830301) - Include if the contract was audited/reviewed by the Iowa DOT. The form identifies the date corrective actions were taken and is signed and dated by the Project Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Payment (Form 830436 , C.M. 2.37) - Include if the contract used the Iowa DOT Standard Specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridge Survey Report (Form 107) If the project is a bridge project, has the Bridge Survey Report (commonly referred to as Form 107) been submitted to the Iowa DOT? Form 107 must be filled out to show record of the new bridge (except trail bridges). Form 107 is available under the forms tab on the SIIMS web page located here: https://siims.iowadot.gov/default.aspx# This form is not required to be uploaded to Doc Express or to be audited or reviewed by the Administering Bureau.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Engineer's Certification: I have reviewed and / or approved each of the applicable items shown above and have approved the final voucher or pay estimate. The applicable documents, including supporting documentation as required, are attached.

Printed Name: _____

Date: _____

Signature: _____