



#25-05: Final Inspection and Final Materials Certification Submittals

Purpose

A process review was conducted to reduce Final Report of Expenditures (FROE) submittal errors from Local Public Agencies (LPAs). One area of improvement identified was the simplification/ elimination of the final report documents that collectively constitute the FROE as detailed in Local Assistance Procedures Manual (LAPM) Chapter 17: Project Completion.

Two specific documents, Exhibit 17-C: Final Inspection Form and Exhibit 17-G: Materials Certificate were identified as better located in LAPM Chapter 16: Administer Construction Contracts. Exhibit 17-B: Final Inspection of Federal-Aid Project (FHWA 1446C) was also identified as an obsolete form to be retired from the LAPM.

Policy Update

Upon publication of this Office Bulletin, Exhibit 17-C and Exhibit 17-G are replaced with LAPM 16-F: Final Inspection Form and LAPM 16-E: Final Materials Certification respectively, and are no longer required as part of the Final Report of Expenditures submittal outlined in LAPM Chapter 17. Submittal requirements for LAPM 16-E and LAPM 16-F are documented in the revised Chapter 16 text noted below.

Publication Changes

The following table lists the changes to the January 2025 LAPM. LAPM changes noted below supersede the existing 2025 LAPM publication and will be hard coded in the January 2026 version.

LAPM Chapter 16	Changes that Supersede Current Publication
Section 16.3.1	<p>Organization of Project Records</p> <p>...</p> <p>14. Project Completion Documents</p> <ul style="list-style-type: none">a. LAPM 16-E: Final Materials Certificationb. LAPM 16-F: Final Inspection Formc. Contract acceptance related documents and correspondence



LAPM Chapter 16	Changes that Supersede Current Publication
Section 16.11.3	<p>Project Certification</p> <p>Upon completion of the project, the RE must complete Exhibit 17-G: Materials Certificate. The LPA's Person in Responsible Charge must sign the certificate. All materials incorporated into the work which did not conform to specifications must be explained and justified on the Materials Certification, including changes by virtue of change order. The original is submitted to the DLAE in the Report of Expenditures and a copy is placed in the project file.</p> <p>Materials Certification</p> <p>Upon completion of construction, the RE must complete LAPM 16-E: Final Materials Certification and submit a copy to the DLAE. All materials incorporated into the work which do not conform to the project specifications must be explained and justified on LAPM 16-E, including changes by virtue of change orders.</p>
Section 16.16	<p>Final Inspection and Construction Engineering Review by the State</p> <p>A final inspection of the work should be made by the LPA. This inspection should occur prior to final completion and before project verification by Caltrans DLAE. Any punch list items resulting from this inspection must be completed by the contractor prior to the expiration of contract time. For details on final inspection, see LAPM Chapter 17: Project Completion (Section 17.2: Final Inspection Procedures for Federal Aid Projects). The RE must also take this time to do one last review of the project Environmental Commitment Record, confirming all mitigations were performed and finalizing necessary documentation. LPA construction engineering records may be reviewed during the life of the project or up to three years after final voucher.</p> <p>[Section formerly 16.17 is moved to 16.16]</p> <p>Contract Disputes and Claims</p>
Section 16.17	<p>Final Inspection and Contract Acceptance</p> <p>16.17.1 Final Inspection</p> <p>A final inspection of the work must be conducted by the LPA prior to final completion and before project verification by the DLAE. Any punch list items</p>



LAPM Chapter 16	Changes that Supersede Current Publication
	<p>and/or corrective actions resulting from the inspection must be completed by the contractor before expiration of the contract time. The LPA representative must also take this time to review the project Environmental Commitment Record, confirming and documenting that the mitigation measures the contractor was responsible for were completed.</p> <p>Upon successful completion of any punch list items and/or corrective actions undertaken by the contractor, the LPA representative should complete LAPM 16-F: Final Inspection Form and forward it to the Caltrans DLAE for verification. The LPA representative signing the Final Inspection Form must be one with authority for accepting the completed contract on behalf of the LPA and authorizing final payment to the contractor.</p> <p>Timely submittal of LAPM 16-F: Final Inspection Form to the DLAE is encouraged as DLAE inspection prior to contract acceptance may provide an opportunity for the LPA to direct the contractor to complete corrective actions prior to final payment and acceptance of the contract.</p> <p>Upon receipt of LAPM 16-F: Final Inspection Form, the DLAE will review the project site to verify the project was constructed in accordance with the scope and description of the project in the authorization documents. Any safety, design, or construction deficiencies that are identified will be promptly brought to the attention of the LPA for correction. Upon satisfactory review the work, the DLAE will sign LAPM 16-F: Final Inspection Form and transmit a copy to the LPA.</p> <p>16.17.2 Contract Acceptance</p> <p>The RE recommends contract acceptance once it is determined that the work is completed in accordance with the requirements of the Standard Specifications, special provisions, plans, and approved changed orders.</p>
Section 17.2	<p>Final Inspection Procedures for Federal-Aid Projects</p> <p>LPAs must document fulfillment of environmental mitigation commitments for final inspection Report of Expenditures and ultimate accountability as follows:</p> <ul style="list-style-type: none">• Categorical Exclusion (CE) — LPA must provide the DLAE with a list of environmental mitigation commitments when requesting CE determination.• Environmental Assessment (EA) — LPA must summarize environmental mitigation commitments in the draft Environmental Assessment and provide an Environmental Commitments Record (ECR) to the DLAE in order to document fulfillment of environmental mitigation commitments.



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	<ul style="list-style-type: none">• Environmental Impact Statement (EIS) — LPA must summarize environmental commitments in the draft Record of Decision (ROD). <p>In addition, the LPA provides an Environmental Commitments Record (ECR) to the DLAE in order to document fulfillment of environmental mitigation commitments. In addition, they must acknowledge any long-term commitment to maintenance of those mitigation measures.</p> <p>Final Inspection by LPA The LPA representative (or designee) must perform the final inspection using Exhibit 17-C: Final Inspection Form. Exhibit 17-C is used by the LPA to complete the final inspection for the vast majority of projects. Note: Exhibit 17-B: Final Inspection of Federal Aid Project is only utilized by Caltrans to complete the final inspection of NHS Projects subject to FHWA full oversight. The LPA representative or staff performing final inspection or signing the Final Inspection Form must be one with authority for accepting the completed contract on behalf of the LPA and authorizing final payment to the contractor, as well as directing corrective action(s) to be undertaken by the contractor.</p> <p>The inspection of work performed by contract must be made sufficiently in advance of contract acceptance to allow time for possible corrective action. Neither FHWA nor Caltrans inspection is required at this time. However, timely submittal of Exhibit 17-C may provide an opportunity for Caltrans inspection prior to acceptance of the contract.</p> <p>Upon successful completion of all corrective actions undertaken by the contractor and completion of all additional work required for the authorized project, but prior to contract acceptance, the LPA representative should complete Items 1-10 of the Final Inspection Form and forward it to the Caltrans DLAE.</p> <p>Project Verification by DLAE The DLAE (or designee depending on the district organization and type of project) will review the job site and verify that the project was constructed in accordance with the scope and description of the project authorization document. Any safety, design, or construction deficiencies noted should be immediately brought to the attention of the LPA for correction or resolution. Upon satisfactory review by Caltrans staff, the DLAE must ensure that items 1-10 have been completed by the LPA prior to completing items 11-13 on the Final Inspection Form. The DLAE must retain the Final Inspection Form and send a copy to the LPA for the Report of Expenditures.</p>



LAPM Chapter 16	Changes that Supersede Current Publication
Section 17.4	<p>Final Report of Expenditures (FROE)</p> <p>Federal-Aid Projects</p> <p>For federal-aid projects, the FROE includes, as a minimum, the following documents:</p> <p>...</p> <ul style="list-style-type: none">Exhibit 17-C: Final Inspection Form – This form when completed by both the LPA and the DLAE or Caltrans Oversight Engineer (OSE) (SHS projects) must be included as part of the FROE for all projects....Exhibit 17-G: Materials Certificate – This certificate is to be included in the project files upon completion of the project. Exceptions to the certification should be documented in project records in summary form along with explanations and attached to the certificate, including change orders to accept nonconforming materials.
Section 2.8	<p>Final Inspection</p> <p>The LPA will make a final inspection of completed Delegated Projects prior to FHWA authorizing reimbursement of the final project voucher.</p> <p>The LPA must perform a final inspection of completed projects and ensure compliance with contract requirements prior to contract acceptance. See LAPM 16.17: Final Inspection and Contract Acceptance for details.</p>
Exhibits	<ul style="list-style-type: none">Exhibit 17-B: Final Inspection of Federal Aid Project (FHWA 1446C) retired.Exhibit 17-C: Final Inspection Form retired and replaced with LAPM 16-F: Final Inspection FormExhibit 17-G: Materials Certificate retired and replaced with LAPM 16-E: Final Materials Certification

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Michael Ramos | Acting Program Manager, Construction Oversight Program

Neidy Pinuelas | Acting Chief, OGO