

# Proposition 1B Project Close-out Process Update 2016

In an effort to clarify procedures and respond to audit issues the following processes have been updated.

## Close-out Process

The Commissions October 26, 2006 Accountability Implementation Plan calls for a Final Delivery Report(FDR) within six months of the project becoming operable. Operable is further defined as the end of the construction phase when the construction contract is accepted. A report should be submitted timely, and should not be delayed due to claims. Final accounting with settled claims can be noted in a supplemental FDR.

### Final Delivery Report Contents

The final report for all projects will compare the scope, schedule, cost and benefits of the project as outlined in the project's baseline agreement with the project as actually delivered. In addition all reports should identify and discuss:

- Scope, schedule and cost variances from the baseline agreement that occurred during the life of the project
- Approved changes that were made during the life of the project

### Supplemental Final Delivery Report Contents

The SFDR will update changes from the FDR and will report final project expenditures at the conclusion of all project activities and any changes that occurred after submittal of the FDR. If a FDR is late and all project activities are complete the FDR and SFDR can be submitted together as a combined final report.

### Segmented Projects

For projects that are delivered in segments, project manager/local agency will provide a FDR for each segment and note that a summary FDR will be provided when the final segment is complete. A Supplemental FDR should be submitted after the summary FDR and does not have to be submitted for each segment. An audit can be done on one or all segments of a segmented project.

### Benefits/Outcomes

Actual benefits must be reported and compared to baseline agreement planned benefits. If benefits are not available at the time of the FDR, it should be noted when they will be available and must be reported in the SFDR.