

Bureau of Land Management Project Closeout Guidance
For the
Great American Outdoors Act
Parks and Public Lands Legacy Restoration Fund

Purpose and Scope

- The purpose of this Project Closeout Guidance is to supplement the current Department of Interior (DOI) project closeout policies and procedures by detailing the reporting of estimated and final project metrics related to the Great American Outdoor Act (GAOA) Parks and Public Lands Legacy Restoration Fund (LRF). This includes documenting costs, deferred maintenance addressed, asset treatments, and other key data once projects achieve substantial completion and final project completion.
- The State Engineer or State GAOA LRF Coordinator is responsible for overseeing the substantial completion and closeout of GAOA LRF projects to minimize confusion and ensure effective coordination with the Headquarters (HQ) GAOA LRF Program Lead.
- Project closeout officially begins after the final payment to the contractor is processed and all necessary administrative tasks have been completed. If a project includes multiple subprojects, the closeout will start once the final payment for the last subproject is made.
- Several activities may be initiated upon reaching substantial completion, as outlined below, prior to the overall project completion and closeout.

Definitions

- Project – Any activity aimed at reducing or eliminating deferred maintenance of an asset, as specifically intended through the GAOA LRF program. This may include addressing directly related deficiencies of the asset that do not independently qualify as deferred maintenance. Each GAOA LRF project has a unique project identification number and is intended to address the work specified in the corresponding Project Data Sheet (PDS). A project may consist of multiple subprojects and contracts to achieve the work specified in the PDS. The following definitions clarify various stages of a project, particularly the transition from physical completion to the final administrative closeout.
- Substantially Complete / Substantial Completion – A project is considered substantially complete when the major construction activities are finished, and the asset is handed over to the government for its intended use. This milestone typically marks the beginning of the warranty period and includes the completion of any punch-list items. At this stage, *estimated* project costs and *estimated* deferred maintenance addressed can be calculated, and asset treatments can be verified. The Construction Contract/Project Work Completion Form 1310-11 may also be submitted at this point.
- Project Complete / Completion / Closeout – A project is considered complete and ready for closeout when all administrative tasks related to the project have been finalized. This includes paying all final invoices, submitting 1310-11 forms, transferring any remaining funds, and closing contracts in the Financial Business and Management Systems (FBMS). Additionally, all work orders must be closed in the Facility Asset Management System (FAMS), and *final* project costs and *final* deferred maintenance addressed must be calculated.

Roles and Responsibilities

- **State Engineer / State GAOA LRF Coordinator**
 - **Oversight:** Ensure project activities align with the work outlined in the PDS.
 - **Monitoring:** Track project status and execution at the state level. Ensure contract is closed by Procurement.
 - **Form Submission:** Complete and submit 1310-11 forms upon substantial completion. If the project involves the disposal of an asset, complete Form DI-103A Certificate of Unserviceable Property.
 - **Closeout Participation:** Engage in project closeout procedures, including reviewing work orders, budgets, and validating asset treatments.
 - **Fund Transfer Requests:** Initiate requests for transferring any remaining funds.
 - **Reporting:** Provide project status updates and reports to HQ quarterly, and upon request.
- **HQ GAOA LRF Program Lead**
 - **Oversight:** Ensure project activities align with the DOI guidance.
 - **Monitoring:** Track project status and execution at the department level.
 - **Form Review:** Review 1310-11 and DI-103A forms for completion and accuracy.
 - **Closeout Coordination:** Collaborate with states to facilitate project closeout, including reviewing work orders, budgets, and validating asset treatments.
 - **Fund Transfer Requests:** Submit budget transfer requests of any unallocated funds.
 - **Reporting:** Provide project status updates and reports to DOI quarterly, and upon request.
 - **Metric Tracking:** Maintain and report substantial completion and final project closeout metrics to DOI.
- **HQ FAMS National Data Steward and Asset Data Management Analyst**
 - **Work Order Closeout:** Ensure a comprehensive review of work orders and closeout verification.
 - **DM&R Calculation:** Calculate and document the final Deferred Maintenance & Repair (DM&R) reduction.
 - **FCI Calculation:** Calculate and document the final Facility Condition Index (FCI).
- **HQ Budget Officer**
 - **Fund Transfer:** Execute the transfer of any remaining project funds from the state to HQ.
- **NOC Property Management Specialist and NOC Accountant**
 - **Financial Reconciliation:** Verify the proper capitalization or expensing of projects.
 - **Project Closure:** Finalize the closeout of project WBS.

At substantial completion, the following actions may be initiated:

- **State Responsibility**
 - Complete the project completion form 1310-11 and email it to the HQ GAOA LRF Program Lead. If the project involves the disposal of an asset, email the DI-103A to the HQ GAOA LRF Program Lead along with the 1310-11.
 - Participate in the review of work orders. **Note:** Do not change the status of work orders to “CLOSED” until all work has been reviewed with HQ. This ensures access to all relevant GAOA work orders and facilitates accurate calculations of DM&R reduction.
 - Generate a budget report to identify any remaining funds associated with the project WBS. If there are unused funds, request a transfer from the state to HQ through the HQ GAOA LRF Program Lead.
 - Participate in the review of asset treatments.
- **HQ Responsibility**
 - Review the received 1310-11 and DI-103A (if required) forms and forward them to NOC.
 - Schedule a call with the State GAOA LRF Coordinator to review all project related work orders.
 - Assess whether the work orders are completed, partially completed, or incomplete.
 - Proceed to close out completed work orders and create new work orders for any that remain partially completed. Remove any references to GAOA from the work order that are incomplete or newly created due to partial work.
 - Cross-reference and verify any incomplete work orders specifically identified in the Project Data Sheet (PDS).
 - If the PDS indicates a specific unresolved work order, submit a descope of the project through an official congressional request.
 - If there are unused funds, submit a budget request to transfer these funds from the state to HQ.
 - Validate asset treatments.
 - Track and report *estimated* metrics to the DOI.

At project closeout, the following actions may be initiated:

- **HQ Responsibility**
 - Ensure all work orders have been closed and reported, including the DM&R reduction and final FCI.
 - Verify that all remaining balances have been transferred from the state to HQ.
 - Request a transfer of any leftover funds from HQ WBS to contingency (note: this step requires prior congressional notification).
 - Approve WBS for closeout by NOC (note: this approval can only occur after all funds have been transferred from the WBS).
 - Track and report *final* metrics to the DOI.
- **NOC Property Management Specialist and NOC Accountant**
 - Reconcile expenses and capitalize assets as necessary.

- Label projects as “No Time No Attendance” NTNA until the project WBS can be closed to prevent additional expenses.
 - Decommission assets. Obtain HQ approval prior to proceeding.
 - Close out project WBS:
 - For LX/LJ/LF projects: Check for any outstanding obligations. If none exist, proceed with closing the project WBS. *
 - For LA projects requiring capitalization: Ensure all budgetary figures are accurate before capitalizing the assets and closing out the project WBS. *
- * Note: Must receive HQ approval before proceeding with project WBS closeout.*

Required Approvals for Project Status Updates:

- Prior to HQ moving a project to SUBSTANTIALLY COMPLETE status and updating the DOI GAOA portal, the following is required:
 - 1310-11 forms must be submitted. DI-103A forms must be submitted if asset disposal is involved.
 - All work orders in FAMS must be reviewed, including calculation of estimated DM&R reduction and estimated FCI.
 - Asset treatments must be validated.
 - Any remaining balances must be transferred from the state to HQ.
- Prior to HQ moving a project to CLOSED status and updating the DOI GAOA portal, the following is required:
 - All work orders in FAMS must be closed and reported, including final DM&R reduction and final FCI.
 - Any remaining balances must be transferred from the project WBS to the HQ contingency.
 - The WBS must be closed.

Timeline:

- Project closeout may not occur until several months after the construction work reaches substantial completion due to warranty periods, disputes, invoicing, and accounting requirements.
- States are required to initiate the requirements within 30 calendar days of notifying HQ that a project is substantially complete.
- HQ is required to complete *estimated* closeout metrics within 30 calendar days after reporting a project as substantially complete to DOI. Additionally, HQ has 30 calendar days after a project is reported closed to complete the *final* GAOA closeout procedures.