District Department of Transportation

Standard Operating Procedures

Local Capital Close-Out

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District Department of Transportation

Standard Operating Procedures

Local Capital Close-Out

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1) Introduction

a) **Authority:** Under the authority of DC Code § 50–921.04
b) **Effective Date:** January 2, 2017
c) **Expiration Date:** December 30, 2018

2) Standard Operating Procedures (SOPs)

The purpose of this Standard Operating Procedure (SOP) is to direct the process for the programmatic and financial close-out of local capital projects. The policies and procedures shall facilitate the following:

- Identify and reallocate unused capital funds in a timely and accurate manner.
- Establish accountability for the management and utilization of capital funds.
- Support continuous quality improvement in project management.
- Provide a trackable and transparent process for staff to perform their duties and responsibilities associated with local capital close-out.

This SOP shall serve as a comprehensive reference guide to direct these efforts, and is intended to be applicable to all local capital projects in all administrations, regardless of size, scope, or project history.

a) Applicability

This policy and procedure applies to all DDOT employees and contracted staff involved in the close-out of local capital projects.

b) District Department of Transportation

The mission of the District of Columbia Department of Transportation (DDOT) is to enhance the quality of life for District residents and visitors by ensuring that people, goods, and information move efficiently and safely with minimal adverse impact on residents and the environment.

DDOT manages and maintains transportation infrastructure:

- Plan, design, construct, and maintain the District's streets, alleys, sidewalks, bridges, traffic signals, and street lights.
- Manage and make improvements to transportation infrastructure to facilitate traffic flow through the District of Columbia.
- Assist the Department of Public Works with the removal of snow and ice from the streets.

- Coordinate the District's multi-modal transportation services, including the Circulator, Streetcar, Bikeshare, and reduced-fare program for students using MetroBus and MetroRail.

1) Staffing Positions, Roles and Responsibilities, and Training

The financial close-out of a local capital project involves a variety of stakeholders to ensure that the proper administrative actions are taken to accurately close-out a project. The following is a high level overview of the stakeholders involved in the close-out process.

PERSONNEL

Office of the Chief Financial Officer (OCFO)
The Office of the Chief Financial Officer ("OCFO") is the managing financial entity for the District of Columbia. Primary roles include oversight, operation, maintenance, and supervision of the District's financial and budgetary resources. Each DC Government agency has an Agency Fiscal Officer (AFO) and OCFO personnel who provide direct financial management for the agency. The primary financial management system utilized and managed by the OCFO is System of Accounting and Reporting (SOAR).

Office of Contracting and Procurement (OCP)
The Office of Contracting and Procurement ("OCP") provides contract administration and management services for District agencies. Like the OCFO, the OCP is managed centrally with OCP personnel located at DDOT, who provide contracting and procurement support specifically for the Agency. The primary software system utilized by OCP is the Procurement Automated Support System (PASS) system.

Project Managers (PM)
Project Managers (referred to as "PM"'s) hold the lead role in administering and executing all parts of a project lifecycle. Project scope varies by DDOT administration, and can include any or all of the following: study, design, construction management, or post-construction analysis. The PM serves as the main contact for all project details, including planning and execution, as well as managing the entire administrative lifecycle including, but not limited to: project finances and timelines (including obligation and spend plan), documentation, contracting and procurement, post-construction analysis, contractor management, time and labor charges, creation and close-out of POs and RQs, resolution of claims, etc.

Resource Manager (RM)

The Resource Management ("RM") team, within the Office of the Director, provides oversight, management, and direction to ensure that the Agency's financial resources are being fully utilized in an appropriate, efficient, and effective manner.

2) Training

Resource Management shall conduct training of all relevant staff in a manner that supports the budget formulation process. The training will provide a detailed overview of the roles, responsibilities, and deliverables of all stakeholders involved in the close-out process. Trainings will be evaluated and results will be shared for quality assurance purposes. Resource Management is available to meet with stakeholders at any time to answer questions related to the close-out process.

3) Timeline for Recurring Tasks/Responsibilities

In order to ensure that project close-out is occurring in a timely and accurate manner, the Agency has implemented the following activities:

a) **Close-Out Meeting:** The first Monday of each month Resource Management facilitates a meeting with Project Managers, Agency OCFO, OCFO Accounts Payable, and Agency Senior Management to discuss all projects that have a project status listed as 'close-out' in the PROMPT system.[1] The meeting provides a forum for all stakeholders to give an update on the status of project close-out activities and address any issues that might impede the close-out of a project.

b) **Training:** Resource Management will conduct training for any stakeholder who is responsible for closing out a local capital project or interested in learning the local capital close-out process. The training will cover the SOP, roles and responsibilities, and deliverables for each step in the close-out process.

c) What Is A Local Capital Project?

1) District Definition

The District budgets capital projects in a six-year Capital Improvements Plan (CIP), which is updated annually. The CIP consists of:

- The appropriated budget authority for a six-year period, and

[1] See System Platforms for definition

• An expenditure plan with projected funding over a 6-year period for both ongoing and one-time projects. The CIP is used as the basis for formulating the District's annual capital budget.

The District Council and the U.S. Congress adopt the capital budget as part of the District's six-year CIP. Inclusion of a project in a congressionally adopted capital budget and approval of requisite financing gives the District the authority to spend funds for each project. The remaining five years of the CIP is the plan for making improvements to District-owned assets. Following approval of the capital budget, bond acts and bond resolutions are adopted to authorize financing for the majority of projects identified in the capital budget. The District issues Income Tax (I.T.) revenue bonds and General Obligation (G.O.) bonds (both tax-exempt and taxable) to finance some or all of its capital projects. Where this chapter refers to G.O. bond financing for capital projects, the District might use I.T. bond financing depending on market conditions. Capital projects in the CIP are also financed with short-term bonds, GARVEE bonds, and pay-as-you-go (Paygo) financing. Taxable bonds may be issued by the District where it is appropriate for certain projects. The District uses two terms in describing budgets for capital projects:

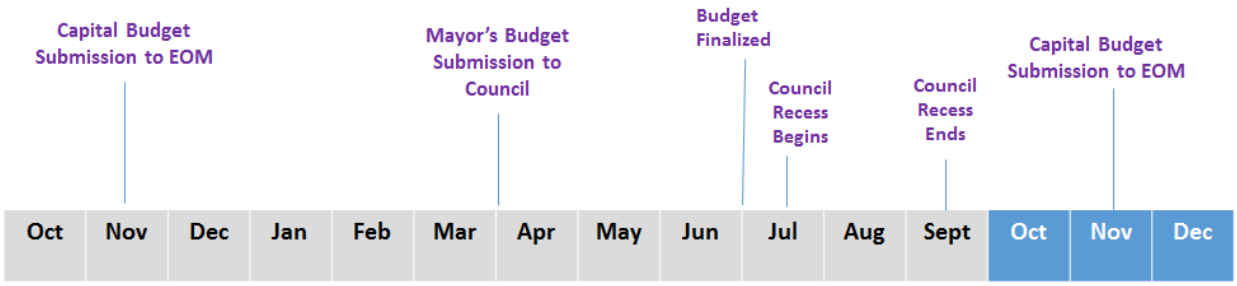
a) Budget authority is given to a project at its outset in the amount of its planned lifetime budget; later it can be increased or decreased during the course of implementing the project. The District's appropriation request consists of changes to budget authority for all projects in the CIP.

b) Allotments are planned expenditure amounts on an annual basis. A multi-year project receives full budget authority in its first year but only receives an allotment in the amount that is projected to be spent in that first year. In later years, additional allotments are given annually. If a year's allotment would increase the total allotments above the current lifetime budget amount, an increase in budget authority is required to cover the difference.[2]

[2] http://cfo.dc.gov/sites/default/files/dc/sites/ocfo/publication/attachments/DCOCFO_FY17_Budget_vol5.pdf

2) Budget Schedule

District Budget Formulation Schedule



Budget Guidance
July – September
The budget process begins with the development of the Current Services Funding Level (CSFL) budget. The CSFL is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the previous fiscal year approved budget across multiple programs and estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The CSFL serves as the starting point for all District agencies' Local funds Maximum Allowable Request Ceiling (MARC).

Agency Budget Request Development
October – December
Taking into consideration the Office of the City Administrator's (OCA) citywide strategic plan, and following the budget guidance from the OCA's Office of Budget and Finance (OBF) and the Office of Budget and Planning (OBP), agencies begin formulating their fiscal year budget requests. Agencies submit their proposed budget to OBP by November-December.

Budget Analysis
October – December
OBP reviews agency budget requests during the various development stages for adherence to established guidelines, identified opportunities for efficiencies, and revised economic data.

Budget Presentation
January – March
OBP collaborates with OBF to conduct a thorough analysis of the budget as it is being developed and revised during the Budget Review Team meetings where policy priorities are determined, and the Mayor's proposed budget is finalized for submission to the Council.

Local Budget Act, Federal Portion Budget Request Act, and Budget Support Act
April - June
During this period, the Council reviews, amends, and approves the fiscal year proposed budget and corresponding financial plan. The Council conducts numerous budget oversight hearings during which time they question Agency Directors and other Executive Branch staff and take testimony from the public. The Council approves three pieces of legislation, each requiring two separate votes to be held:

- The **Local Budget Act** approves all funding the District receives except for Federal Payments that are unique to the District.
- The fiscal year **Federal Portion Budget Request Act** requests the approval of Federal Payments, previously submitted in the President's budget.
- The fiscal year **Budget Support Act** reflects conforming changes to Local law required to implement the budget.[3]

3) What Is Close-Out?

a) Introduction – Background

Historically, there has been no formalized, agency-wide process for the close-out of local projects, and procedures have varied greatly across DDOT administrations. Lack of close-out processes have left many projects in a state of inactivity, with funds still encumbered.

This SOP shall serve as a comprehensive reference guide to direct these efforts, and is intended to apply to all local capital projects in all administrations, regardless of size, scope, or project history.

[3] http://cfo.dc.gov/sites/default/files/dc/sites/ocfo/publication/attachments/DCOCFO_FY17_Budget_vol_1.pdf

b) Definitions

The following definitions are intended to provide a uniform understanding of terminology commonly associated with project management and project close-out activities.

Active (PROMPT Status)
Indicates that at least one phase of a project is ongoing and could include study, design, or construction.

Activity Report
This report (synonymously referred to as the "Financial Activity Report") is a Master report generated on the first of every month, which shows detailed financial information for all current Local Capital Projects (including those in Active, Close-out, and Closed status per PROMPT). This report combines the information of the following four sub-reports to display historical and future financial information, as well as historical transactional information:

1. Capital LTD (Life to Date) Report of all projects (referred to as the "Everything" Report)
2. PO Close-out Report
3. PROMPT Close-out Report
4. Transaction Report

The "Everything" and Transaction Reports are generated from CFO$olve by the OCFO or Resource Management. Resource Management also generates the Close-out and PO Status Reports from PROMPT, as well as the PO Close-out Report.

Capital Improvement Plan (CIP)
A six-year plan that identifies capital projects and equipment purchases and contains financing plans and project planning schedules with expenditure plans.

Capital LTD ("Everything") Report
This report is generated monthly by Resource Management or the OCFO in conjunction with the Activity Report, and is a listing of all life-to-date summary financial and encumbrance activity for all Agency capital projects. This information is used to capture overall project financial status, and is retrieved from the CFO$olve database.

Claim(s)
Disputes and actions against the project and may prevent project close-out.

Closed (PROMPT Status)
Indicates that all programmatic and financial activity for a project is complete.

Final Acceptance Report
A form that is completed by the Project Manager to initiate project close-out (*see Final Acceptance Report*).

Financial Close-out
The completion of all administrative financial duties associated with the project. This includes closing all purchase orders and requisitions for the project, turning off labor charge codes, and reprogramming funds to other capital projects. Financial close-out can only occur upon the completion of programmatic close-out. Responsible parties for this process are Resource Management and OCFO-DDOT.

Fund De-obligation
Unspent purchase orders, requisitions, and funds that are normally de-obligated / removed at the end of the project.

Fund Re-programming
Transfer of funds from a capital project to another capital project (see Reprogramming Schedule).

Obligation
The District's legal commitment (promise) to pay or reimburse agencies for a project's eligible costs.

Programmatic Close-out
The completion of all non-financial deliverables associated with a project. This would include study, design, or construction, and all associated documentation (including Final Approval and Final Invoice). This step must be completed before financial close-out can occur. Responsible parties for this step are Program Managers, OCP staff, and Resource Management.

Project Close-out
Job codes are turned off, charging accounts ceases, and applications are updated accordingly. Listed in sequence, there are two components of successful project close-out: Programmatic and Financial Close-out.

Project Lifecycle

From the initial creation and approval of a project thru the programmatic financial close-out phase. Warranty works are not part of the project lifecycle.

PROMPT Close-out Report
This report, which is generated monthly by Resource Management in conjunction with the Activity Report, pulls information from PROMPT showing all Local Capital Projects that are currently in close-out status (per PROMPT).

Purchase Order Close-out Report
This report is generated monthly by Resource Management in conjunction with the Activity Report, and is an accounting of all individual POs that have been de-obligated in the SOAR system to date. De-obligation entails that RM has verified that there will be no additional spending against that PO, and subsequently requests the OCFO to de-obligate the fund balance from that specific PO. In addition to the terminology "de-obligation", this process may also be referred to as "zero'ing out" the PO or "unencumbering" the funds.

Requisition (RQ)
A "requisition" (synonymous with the term "Pre-Encumber/ance") is a formal request from a PM or program staff to obligate funds for a certain project component. Requisitions are entered in the PASS system and must be approved by OCP staff, at which point the Requisition becomes a formalized purchase order.

Study/Design/Construction
The type, scope, and/or phase of a project. Not all projects will contain all three (3) elements, and some will involve two or more of these elements. For example, a study would not have associated construction, but a construction project may have a study and would have an initial design. These details can be found in PROMPT under the project details section.

Transaction Report
This report is generated monthly by Resource Management or the OCFO, in conjunction with the Activity Report, and is a detailed listing of all life-to-date **transactional** activity and history of all Agency capital projects. This information captures the most recent spending activity, and is retrieved from the CFO$olve database.

c) System Platforms

DDOT utilizes a number of systems to monitor the programmatic and financial status of its projects. The following section provides a high level overview of the systems that are used to monitor projects throughout their lifecycle.

PROMPT
PROMPT is an internally developed, web-based financial management and project tracking application that is available through DDOT's intranet. It tracks project status information and provides managers with current financial information of each DDOT capital project by "pulling" data from SOAR, PASS, PeopleSoft, and FMIS. PROMPT does not "push" updates to PASS, SOAR, PacketTracker, or CFO$olve. It is available through ProTrack+. PROMPT is maintained and updated by Resource Management who is responsible for generating reports from the system.

Packet Tracker
Packet Tracker is a DDOT application that was developed to keep track of various financial packets moving through the approval process. The types of packets that are tracked include Obligation Packets, Change Orders, Proposed Change Orders, Article 3 Directives, Local Capital Project Close-Outs, and Memorandums of Understanding. Through the use of this application, a packet can be tracked to the person who is responsible for the next approval. The application automatically sends email notifications at each approval step.

System of Accounting and Reporting (SOAR)
SOAR is the District-wide financial management system. SOAR is primarily managed by the Office of the Chief Financial Officer (OCFO), and is the system of record for all agency financial information, including up-to-date expenditures, Purchase Orders, and Requisitions.

CFO$olve
CFO$olve is a District-wide financial review system. CFO$olve is managed by the Office of the Chief Financial Officer (OCFO), and is the system of record for the District for all agency transactions and detailed PO funding information. This information is pulled from SOAR, and includes such detail as line item transactions, dates, and historical and future allocation and allotment detail.

PASS
PASS (stands for Procurement Automated Support System) is the District-wide contracting and procurement system. PASS is managed by the Office of Contracting and Procurement (OCP), and is the system of record for the District for all information relating to contract matters, including approvals of POs and RQs.

4) Close-out Process

The financial close-out of a local capital project should follow the programmatic close-out of the project. The following steps outline the roles and responsibilities for each stakeholder in closing local capital projects:

a) STEP 1: PROJECT MANAGER

Project Managers (PM) are responsible for initiating the close-out process by assembling and submitting close-out documents into Packet Tracker. Project close-out is triggered by achieving substantial completion[4] of a project, but it can also be initiated based on financial inactivity and other agency needs.

1) **Substantial Completion:** Once a PM has determined that the contractor has demonstrated the project is substantially complete, the following documents initiate the formal close-out process:

   a) Close-out Checklist:
      i) Notification of Substantial Completion Letter
      ii) As-built Drawings
      iii) Release of Liens
      iv) Operations Manuals
      v) Final Inspection
      vi) Certificate of Occupancy

2) **Assemble Close-Out Package:** Project Managers are responsible for assembling the local capital close-out package which consists of the following documents:

   a) Final Invoice & Letter: A final invoice from the contractor demonstrates that no additional charges will be made to a project. Accompanying the final invoice will be a letter or email from the contractor stating that no additional charges will be made to the purchase order and that it can be closed.

      For an example of a no additional charges letter can be found in the User Guide and the Packet Tracker Library.

[4] Substantial completion of a construction project refers to a street, alley, and/or sidewalk being reopened to traffic, for example. For a planning activity it will be production of the final deliverable.

b) Final Acceptance Report: Project Managers are responsible for filling out a Final Acceptance Report. The report is used to signify that the District has found all project work to be satisfactory and that the project is eligible to be closed.

For directions on how to complete the report and how it will reviewed by Resource Management please refer to the User Guide.

c) Submit Package Into Packet Tracker*:* Packet Tracker will serve as the system of record for the close-out activity. Once the project has reached substantial completion the Project Manager should assemble the close-out documentation and submit the package into Packet Tracker.

Unaccounted for Documents: In the event no close-out documents are found, a formal memo describing the project and efforts to locate the required close-out documents is needed. A sample letter can be found in the User Guide.

For detailed directions on how to submit a Packet into Packet Tracker please refer to the User Guide.

b) STEP 2: ASSOCIATE DIRECTOR[5]

The Associate Director must be in concurrence with the Project Manager that the project should be closed.

1) Reviews and concurs that the project should be closed.
2) If in agreement – Packet should be approved in packet tracker.
3) If not in agreement – Packet should be placed on HOLD for clarification or Rejected.

c) STEP 3: RESOURCE MANAGEMENT

Resource Management (RM) is responsible for ensuring that the close-out package is complete and that the project status is accurately reflected in PROMPT.

1) **PROMPT Status:** RM checks PROMPT and reviews the current project status and makes sure the project is listed as "Close-Out". RM should also make sure the close-out packet information is included in the project comments (i.e. project has been entered into Packet Tracker (PT#XXXX) for close-out).

[5] In some instances, this will be the Associated Director or and Program Manager

For an example of how RM updates PROMPT please review the User Guide located in the Packet Tracker library.

2) **Document Completeness**: RM reviews documents to ensure appropriate documentation is submitted.

   a) Final Invoice and Letter: RM will ensure the Final Invoice and Letter are submitted to close-out any open POs. Note: If the project has no open POs at the time of close-out then no final invoice and letter are needed.

   b) Final Acceptance Report (required): The final acceptance form must be completed and signed by the Associate Director.

   For an example of how RM should review the Final Acceptance Report please review the User Guide located in the Packet Tracker library.

3) **Packet Tracker Comments:** RM will provide comments in Packet Tracker that will direct OCFO action on next steps:

   PROMPT status is "CLOSE-OUT"
   OCFO Next Step:
   ACTION 1: Review Packet for Final Invoice and Contractor Letter
   ACTION 2: Reduce remaining PO and RQ balances in SOAR for the project, if applicable
   ACTION 3: Turn off job codes

d) STEP 4: OFFICE OF THE CHIEF FINANCIAL OFFICER

Agency-based Office of the Chief Financial Officer (OCFO) staff will review the package for the final invoice and contractor letter.

1) **OCFO Actions:**
   a) Review packet for Final Invoice and Contractor Letter
   b) Reduce PO and RQ balance in SOAR
   c) Turn off job codes
   d) Request to Close-out SOAR

Inactive Purchase Orders: If the project has no open PO's at the time of close-out then no final invoice and letter are needed. In addition, OCFO will unencumber any PO or RQ balances. It is important to note that the job code for the project will be turned off to ensure that there are no additional labor charges.

e) STEP 5: RESOURCE MANAGEMENT

RM reviews the project to determine if a fund balance exists to reprogram. RM can use SOAR and CFO$olve to determine project balances and PROMPT for any additional information about the project that might be needed.

1) **Funds Available:** If there are still funds available, the project cannot be closed. RM will need to reprogram the funding (see Reprogramming Schedule).

   Packet should be placed on HOLD by RM until funds are reprogrammed. Once reprogramming is complete, Packet can be advanced in Packet Tracker.

2) **No Funds Available:** If there are no funds available to reprogram, RM will advance the package in Packet Tracker with the following comment for OCFO:

   "(Insert DC Project #) does not have funds available to reprogram. OCFO please deactivate the index and project number in SOAR to close project."

f) STEP 6: OFFICE OF THE CHIEF FINANCIAL OFFICER

Agency based Office of the Chief Financial Officer (OCFO) staff will deactivate the indexes and project number in SOAR to close the project. At the completion of this step, the project is "CLOSED" in SOAR.

g) STEP 7: RESOURCE MANAGEMENT

RM updates the PROMPT status for the project and makes sure that the project is listed as "CLOSED". RM should also make sure the close-out package information is referenced in the project comments (i.e. Project has been entered into Packet Tracker (PT#XXXX) for close-out – CLOSED on MM/DD/YYYY).
RM should close the project in Packet Tracker and add the following comments:

"PROJECT IS CLOSED IN PROMPT and indexes/job codes are deactivated in SOAR - the project is now CLOSED."

5) Mixed Funding (Local & Federal)

If a single DC project number utilizes both local (Non-Highway Trust Fund match) and federal funding sources, the close-out procedures shall follow the federal close-out process, unless approval is provided by the OCFO - Accounts Payable.

6) Intra-District

An Intra-District is a project that is owned ("Buyer") by one District agency and implemented ("Seller") by another. The close-out procedures for DDOT's role as either an owner or implementer differs based on its role with the project.

As an Owner ("BUYER"): As a BUYER, DDOT is responsible for the financial close-out of the project. DDOT should remain in contact with the Implementer Agency and confirm when programmatic close-out is achieved. The process should follow the Financial Close-Out processes outlined previously.

As an Implementer ("SELLER"): As a SELLER, DDOT is responsible for the programmatic close-out of the project and also responsible for initiating the financial close-out of the project. The process should follow financial close-out but with a few noted changes:

a) STEP 1: PROJECT MANAGER

The Project Manager is responsible for initiating the local capital close-out process by assembling and submitting close-out documents into Packet Tracker. Close-out should be triggered by achieving substantial completion of a project, but it can also be initiated based on financial inactivity and other agency needs.

b) STEP 2: ASSOCIATE DIRECTOR

The Associate Director must be in concurrence that the project should be closed.

c) STEP 3: RESOURCE MANAGEMENT

Resource Management is responsible for ensuring that the close-out package is complete and that the project status is accurately reflected in PROMPT.

d) STEP 4: OFFICE OF THE CHIEF FINANCIAL OFFICER

Agency based Office of the Chief Financial Officer (OCFO) staff will review the package for the final invoice and contractor letter. Note: If the project has no open POs at the time of close-out then no final invoice and letter are needed. In addition, OCFO will unencumber any PO or requisition RQ balances. Lastly, the job code for the project will be turned off to ensure that there are no additional labor charges.

a) Review packet for Final Invoice and Contractor Letter
b) Reduce PO and RQ balance in SOAR
c) Turn off job codes

e) STEP 5: RESOURCE MANAGEMENT

RM contacts OCFO-Auditing Group and OCFO - Office of Budget and Planning to notify them of any balances that remain on the project. RM will request that funds for the project be cleared and request notification of when funds will be reprogrammed.

Packet should be placed on HOLD by RM until funds are removed from project. Once reprogramming has occurred, Packet can be moved forward.

When approving the Packet, RM will add the following comments and attach email from OCFO - OBP or OCFO - Auditing Group that confirms funds have cleared.

According to OCFO - OBP (see attachment) the fund balance has been reduced to a zero balance for this project. OCFO ACTION: Please make sure all indexes/job codes are turned off that you are able to access then please 'APPROVE'.

f) STEP 6: OFFICE OF THE CHIEF FINANCIAL OFFICER

Agency based Office of the Chief Financial Officer (OCFO) staff will deactivate any indexes/job codes that might remain open from DDOT (KA0) budget. At the completion of this step, the project is "CLOSED" in SOAR.

g) STEP 7: RESOURCE MANAGEMENT

RM updates the PROMPT status for the project and makes sure that the project is listed as "CLOSED". RM will reference the close-out package information in the project comments (i.e. Project has been entered into Packet Tracker (PT#XXXX) for close-out – CLOSED on MM/DD/YYYY).

RM should close the project in Packet Tracker and add the following comments:

"PROJECT IS CLOSED IN PROMPT and indexes/job codes are deactivated in SOAR - the project is now CLOSED."

7) Reprogramming Schedule

The following reprogramming schedule provides an overview of the process that occurs when funds are moved from one project to another, which is part of project close-out for projects with a balance.

STEP	STAKEHOLDER	ACTIVITY
1	PM/RM	Prepare a reprogramming memo.
2	RM	Verify that funds are available and that reprogramming is aligned with Agency goals.
3	OCFO-DDOT	Verify finances: Prepare OCFO Transmittal Memo.
4	Agency Director	Does the Director approve the reprogramming? • **If Yes – Proceed to next step** • **If No – Reprogramming Denied**
5	OCFO-DDOT	Reprogramming Memo - Finalize and transmit to the Executive Office of the Mayor.
6	EOM (OCA & OPLA)	Does EOM support the reprogramming? • **If Yes – Prep and package letter to the Mayor with Original Memo** • **If No – Reprogramming Denied**
7	OCFO – OBP	Receive Reprogramming request and log the request. Amount of Reprogramming impacts approvals: • $1 - $49,999 – Approved by OBP Director • $50,000 - $499,999 – Approved by CFO of OBP OBP will notify Agency financial staff when the reprogramming is approved or if it has been denied. • $500,000 or over – Council approval needed
8	COUNCIL	Chairman of the Council shall have a notice of the request published in the District of Columbia Register together with a statement that the request will be deemed approved 14 days from the date of its receipt unless proposed denial resolution is filed prior to that time by two or more Council members. (NOTE: At any time prior to final action by Council, the Mayor may withdraw the request.) Was a denial resolution filed with Secretary of Council within 14 days? • **If No – REPROGRAMMED APPROVED** • If Yes – 30 day review period begins Was a request affirmatively denied through a resolution? • **If Yes – Request Denied** • **If No – Request Approved** • **If Neither Approve or Deny – Request Approved**

8) Final Acceptance Report

The Final Acceptance Report needs to be completed, signed by Project Manager and Associate Director, and uploaded into Packet Tracker to demonstrate that a project should be closed.

The image below depicts the Local Capital Final Acceptance Report which can be downloaded from the Packet Tracker Library.

LOCAL CAPITAL FINAL ACCEPTANCE REPORT		
PROJECT TITLE:		
DC PROJECT #	DDOT ADMINISTRATION(S):	WARD(S)
FAP #		
PROJECT SCOPE: (Check All that Apply) Feasibility Study ☐ Design ☐ Site Acquisition ☐ Project Management ☐ Construction ☐ Equipment ☐		
DATE CONTRACT STARTED:	DATE OF INSPECTION:	
COMPLETION DATE:	DATE OF REPORT:	
OWNER ACCEPTANCE DATE:		
PROGRESS & QUALITY OF WORK		
PROGRESS OF WORK	QUALITY OF WORK	
Unsatisfactory ☐ Satisfactory ☐	Unsatisfactory ☐ Satisfactory ☐	
FUNDS EXPENDED (%):	TIME LAPSED (%):	
PROJECT SCOPE AND LOCATION(S):		
REQUESTER:		DATE:
ASSOCIATE DIRECTOR		DATE SIGNED:
SIGNATURE:		