

Activity/Project Closeout **Process No. 1019 Response: Accepted. Reworded. See master document.**

### Scope

This process covers closeout of activities and projects, including physical and fiscal completion, asset transfer, contractor evaluations, O&M manuals, and as-built drawings, **etc. Response: Reworded. See master document.** This includes partial transfers and incremental project acceptance. **Task order contracts need to be considered. Response: Rejected , already included**

This will help facilitate the on-going closeout of financial accounts & documents during the life of the project.

### Policy

[ER 5-1-11](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf)[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf)

[ER 37-2-10](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf)[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf)

[ER 37-345-10](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf)[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf)

[ER 415-1-16](http://www.usace.army.mil/inet/usace-docs/eng-regs/er415-1-16/entire.pdf)[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er415-1-16/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er415-1-16/entire.pdf)

[ER 1165-2-131](http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf)[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf)

### Responsibility

The PM is responsible for project closeout; however, the required actions will require participation of a number of Project Delivery Team Members. This includes the requirement to transfer property to customer and closeout project financial cost accounts after project documents or the design and construction contracts are closed out, so excess funds can be returned to HQUSACE/Customers. The PM ensures that necessary documentation has been received so that project capitalization costs (accounted for in the Construction-in-Progress (CIP) account) are properly transferred out of the CIP account.

### Distribution

Project Delivery Team (PDT)\*

Project Manager (PM)\*

Resource Management Office

**Office of Counsel Response: Rejected , included in PDT**

### Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

### System References

[Acronyms and Glossary](#)[\[REF1001\]](#)

[CEFMS Users Manuals Online](http://rmf31.usace.army.mil/cefmsdoc/)[\[http://rmf31.usace.army.mil/cefmsdoc/\]](http://rmf31.usace.army.mil/cefmsdoc/)

[Civil Works Program and Budget Process](#)[\[PROC1022\]](#)

[Lessons Learned](#)[\[PROC1021\]](#)

[PMP/PgMP Content](#)[\[REF1018\]](#)

[Project Execution and Control](#)[\[PROC1017\]](#)

### Activity Preface

This process is performed whenever projects and/or phases of projects, including specific activities, are complete. Projects can also include oversight of contracts, such as Service and IDIQ. The initiation of this process will derive from [Project Execution and Control](#)[\[PROC1017\]](#). District SOP's for transferring costs from Construction-In-Progress (CIP) accounts should address the majority of steps shown below. Best business practice is for District SOP's to include fiscal closeout, as well as physical closeout for asset management. District CIP SOP's should ensure that District's General Ledger Accounts properly reflect projects as complete or under construction. Note that the joint Review of Commitments and Obligations requirement is a quality assurance process to steps 1-5. Reference

ASA (FM&C) **(define acronym) Response: Accepted** memorandum, dtd 26 Jan 99, subject: Quarterly Reviews of Commitments & Obligations**(add to Policy section). Response:** It is important to remember that closeout of projects and/or phases of projects serves two important purposes: (1) the transfer of cost to the appropriate accounts **delete examples, not applicable to all programs, Response: Accepted.** and (2) excess funds can be reprogrammed. It is also important to reference *Lessons Learned[PROC1021]* during this process. If the project is complete, you will continue on to the Operation & Maintenance (O&M) phase. Otherwise, you will return to *Project Execution and Control[PROC1017]*.

## Project Manager (PM)

1. Ensure PDT reviews unliquidated obligations and undelivered orders in CEFMS for completed activities.
2. Ensure PDT completes all closeout documents (e.g., contractor evaluations, A-E evaluations, as-built drawings, and O&M manuals, **transfer documents**), **Response: Accepted. Reworded. See master document.** and that they are done in accordance with applicable regulations.

## Project Delivery Team (PDT)

3. Complete all closeout documents.
4. Clear outstanding obligations and commitments. **Response: Accepted.**
5. Close work items/reallocate funds, if appropriate.

**Stop and complete *Lessons Learned[PROC1021]*.**

**If activity has an asset work item, goto task #6. Otherwise, goto task #7.**

6. Process cost transfer in accordance with applicable regulations and policies and District SOP's.
7. Proceed with closeout of activity.

**If all activity work items are closed, all funds reallocated to project work item, and all claims settled, goto task #8. Otherwise, End of Activity; goto *Project Execution and Control[PROC1017]*.**

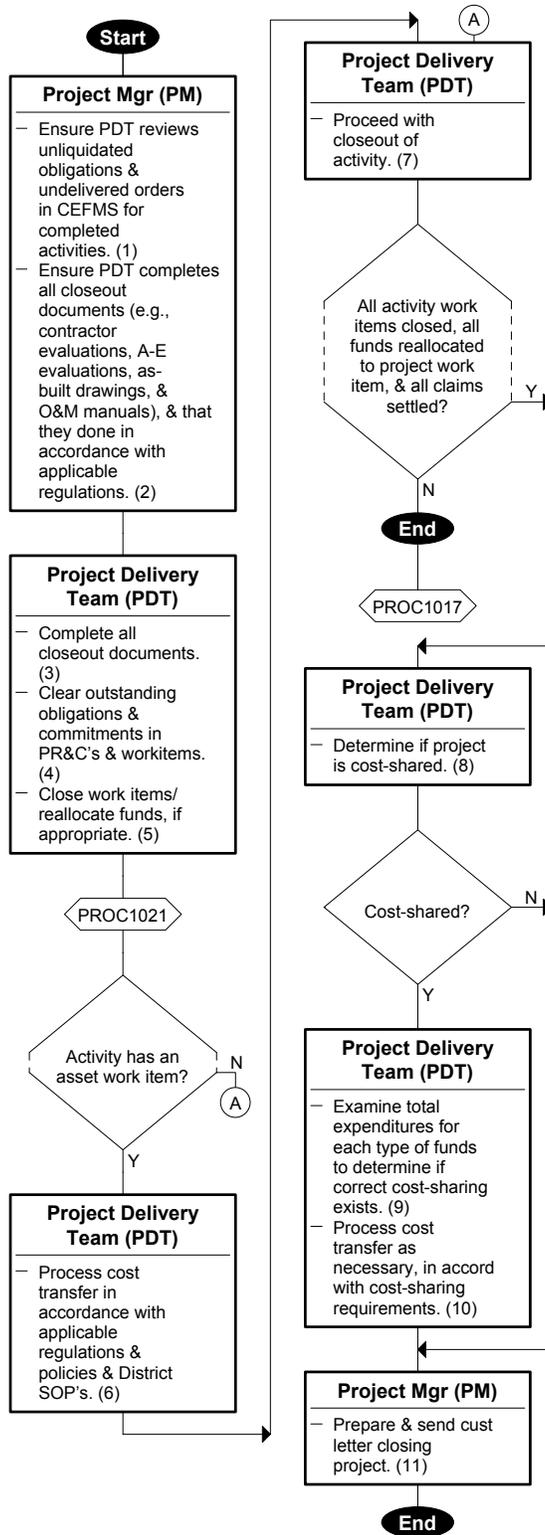
8. Determine if project is cost-shared.

**If cost-shared, goto task #9. Otherwise, goto task #11.**

9. Examine total expenditures for each type of funds to determine if correct cost-sharing exists. Each project which is cost-shared has a certain percentage that is paid by the customer in dollars or other contributions. CEFMS has the capability to determine the balancing of these percentages at the completion of a project.  
Refer to *Section 26, Cost Sharing, of the CEFMS Users Manual*  
[\[http://rmf31.usace.army.mil/cefms/doc/user\\_manuals/sec26-cost-share.pdf\]](http://rmf31.usace.army.mil/cefms/doc/user_manuals/sec26-cost-share.pdf)  
Also refer to *ER 1165-2-131* [\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er1165-2-131/entire.pdf)
10. Process cost transfer as necessary, in accord with cost-sharing requirements.  
Refer to *Civil Works Program and Budget Process[PROC1022]*.

## Project Manager (PM)

11. Prepare and send customer letter closing project.
- End of activity.**



Activity/Project Closeout Flowchart