



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject: ACTION: **Western-Pacific Regional Policy  
Guidance No. 1 - Project Closeout Procedures**

Date: **OCT 2 T 1995**

From: **Manager, Airports Division, AWP-600**

Reply to  
Attn. of: **Brian:  
X3618**

To: **All Division Employees**

Attached is Western-Pacific Regional Policy Guidance No. 1. It establishes the process and responsibilities for the administrative and financial closure of Airport Improvement Program grants within the Western-Pacific Region. This procedure is designed to streamline the close-out process by clarifying individual responsibilities and by reducing and standardizing the paperwork involved in a project close-out.

Policy Guidance No. 1, will be transmitted to you via CC:Mail on October 30, 1995. Included with the transmittal will be Microsoft Word and Microsoft Excel files containing the policy guidance, the Final Project Report & Grant Review form, and the Final Project Cost Summary forms.

Order WP-5100:14, Payments and Financial Project Close-out, dated March 31, 1991, is hereby canceled. This also supersedes the Grant Review Form and process discussed in Louis Million's memorandum of October 12, 1995. Comments received in response to the October 12, 1995, memorandum have been incorporated into this policy guidance.

If you have any comments, question or recommendations please contact Lou Million via CC:Mail or at X3612.

  
Herman C. Bliss

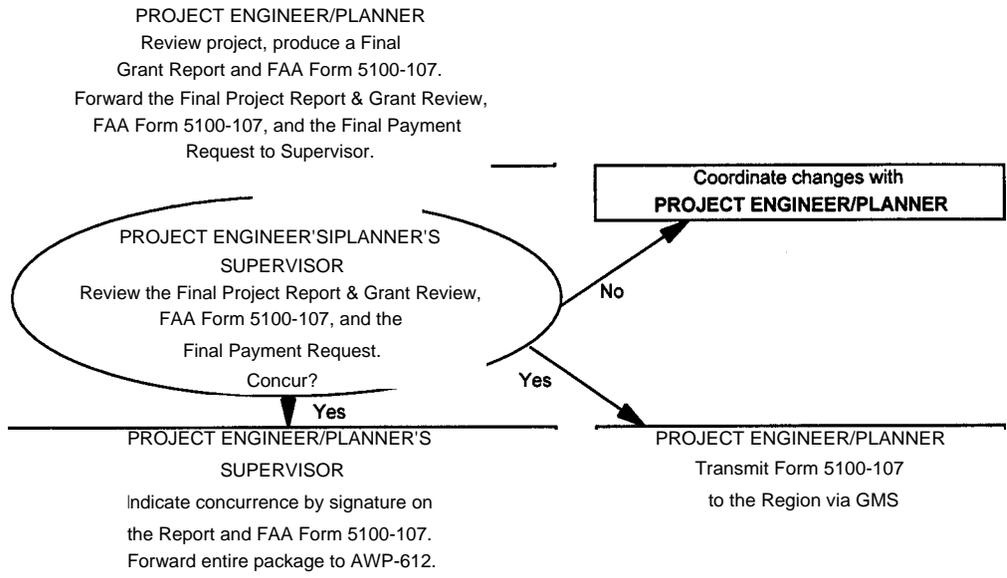
Attachment  
WP Regional Policy Guidance 1

**WESTERN-PACIFIC REGIONAL POLICY GUIDANCE NO. 1  
PROJECT CLOSEOUT PROCEDURE**

1. **PURPOSE:** This procedure establishes the process and responsibilities for the administrative and financial closure of Airport Improvement Programs grants within the Western Pacific Region. It is the result of a review, consolidation, and streamlining effort initiated by the Airports Division Manager.
2. **DISTRIBUTION:** This procedure is distributed to all employees in the Airports Division and Airports District Offices, and to the branch level of the Accounting Division in the Western-Pacific Region.
3. **CANCELLATION:** Order WP 5100.14, Payments and Final Project Close-outs, dated March 3, 1991. is canceled.
4. **ADMINISTRATIVE PROCESSING.** The financial and administrative close-out process requires the flow of certain documents and information between the District Office or Section, the Programming Section (AWP-612), and the Contracts and Payables Branch (AWP-28). Please note that there are special handling procedures for projects involving a proposed grant amendment. It is important for the Programming Section (AWP-612) to receive the Final Project Report and the Phase 7 FAA Form 5100-107 for these projects to ensure that the proposed amendments are given proper priority. The administrative close-out process is illustrated in Appendix 1, Closeout Process Flow Chart. Office and section responsibilities are as follows:
  - a. **DEVELOPMENT PROJECTS:** The Project Engineer is also responsible for entering the pertinent Phase 7 data into the Grant Management System, transmitting the Phase 7 FAA Form 5100-107 to the Region through the Grant Management System, and producing the hard copy of the Phase 7 FAA Form 5100-107.
  - b. **PLANNING PROJECTS:** The Planner is also responsible for entering the pertinent Phase 8 data into the Grant Management System, transmitting the Phase 8 FAA Form 5100-107 to the Region through the Grant Management System, and producing the hard copy of the Phase 8 FAA Form 5100-107.
6. **PROJECT ENGINEER'S OR PLANNER'S SUPERVISOR.** The Project Engineer's or Planner's supervisor is responsible for reviewing and indicating approval on the Final Project Report and Grant Review and on the Form 5100-107. The supervisor is then responsible for forwarding the Final Grant Report, the Form 5100-107, and the Final Payment Request (or other appropriate financial documentation), to AWP-612. This may be accomplished via a transmittal memorandum or route slip. It is the responsibility of the ADO Manager or Section Supervisor to track such transmittals and follow-up with AWP-612 to ensure timely action. If the Final Payment Request was not transmitted with the Final Project Report and Grant Review, it is the responsibility of the ADO Manager or Section Supervisor to forward it to AWP-612 when it becomes available.
7. **PROGRAMMING SECTION (AWP-612).** The Programming Section Supervisor or Programming Specialist is responsible for approving the Final Project Report and Grant Review, after evaluating and concurring with its funding recommendations. The Programming Section's authority to review and approve the final project report has been delegated to that section by the Airports Division Manager. This review and approval satisfies the requirement for a routine element of program checks and balances as specified by OMB Circular A-123..
8. **DEOBLIGATION OF FUNDS.** If a deobligation of funds is involved, the Programming Section Supervisor or Programming Specialist will produce a FAA Form 1413-1. The Programming Section Supervisor or Programming Specialist will notify AWP-28 of the financial project close-out action as discussed in Paragraph 10.

# Appendix 1 - CLOSEOUT PROCESS FLOW CHART

A  
D  
O  
S  
E  
C  
T  
I  
O  
N



A  
W  
P  
6  
1  
2

## i AWP-612

Review Final Project Report & Grant Review, FAA Form 5100-107, and the Final Payment Request. Concur?

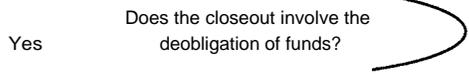
Yes

AWP-612

Indicate concurrence by signature on the Report.



**Coordinate changes with the Project Engineer's/Planner's Supervisor**



Yes

Produce FAA Form 1413-1

(-

No  
and an amendment been requested and recommended?

No

AWP-612

Transmit copies of the following thereby notifying AWP-28 of the Regional determinations and closeout action.

1. The Final Project Report & Grant Review
2. The Final Pay Request
3. The FAA Form 1413-1 (If necessary)
4. The executed amendment (if necessary)

Xmit FAA Form 5100-107 (and 1413) to HO via GMS

AWP-612

Identify funds, coordinate obligation with AWP-28, and the execution of the amendment with the ADO/Section.

Produce FAA Form 1413-1

ADO/SECTION

Coordinate execution of the amendment with the sponsor and forward 2 copies of the executed amendment to AWP-612 when it becomes available.

A

W

P

2

8

AWP-28

Process closeout and if necessary the final payment and/or the deobligation of funds.

Provide AWP-612 with confirmation of final payment.

AWP-612

Provide copies of confirmation to ADO/Section

FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION

FINAL PROJECT REPORT & GRANT REVIEW

SECTION 1 - FINAL PROJECT REPORT

To be completed by AWP-612

A. SPONSOR AND PROJECT DESCRIPTION:

Final Report No. AWP

Airport Name:

Location:

Sponsor Name:

Project Number:

Contract Number:

Grant Agreement Date:

Amendment No.

Dated: /

Maximum Federal Obligation: \$

Percentage of Federal Participation: %

Final Federal Share: \$

Project Description:

Other Pertinent Project Data:

B. DETERMINATIONS: The following determinations have been made regarding the subject project:

1. Plans and Specifications:

2. Completion of Work:

3. Land Acquisition:

4. Minimum Wage Requirements:

5. Test Results:

6. Liquidated Damages:

7. Special Conditions:

8. Master Record and Airport Layout Plan:

9. Unusual factors or conditions to be considered prior to final payment:

Appendix 3 - SAMPLE LANGUAGE FOR FINAL PROJECT REPORT DETERMINATIONS

DEVELOPMENT PROJECTS:

1. Plans and Specifications: All construction work for which payment is requested was performed in full conformance with the approved plans and specifications, and change orders indicated above.

2. Completion of Work: All work included in the project description and on the approved plans and specifications was completed in a satisfactory and acceptable manner.

3. Land Aquisition: The land acquisition was satisfactorily completed in accordance with the grant description and Exhibit A, Property Map. All relocation has been completed.

4. Minimum Wage Requirements: Satisfactory Compliance.

5. Test Results: Satisfactory Compliance

5. Liquidated Damages: All construction was completed within approved schedule. No liquidated damages.

7. Special Conditions: No outstanding special conditions which would effect final payment on this project.

\$. Master Record and Airport Layout Plan: The Airport Master Record and the Airport Layout Plan have been updated to reflect the development completed in this project.

9. Unusual factors or conditions to be considered prior to final payment:

10. As-Built Drawings: As-built drawings have been received by the sponsor and have been found to be acceptable.

11. Allowability/Reasonableness of Costs: All claimed costs are allowable and reasonable and were incurred in accordance with the terms and conditions of the Grant Agreement.

12. Project Closeout: Final payment is recommended subject to a final determination of the U.S. share. Based upon an audit and/or other information considered sufficient, we have determined the total amount of the allowable project costs and any adjustment to the federal share of cost to be as identified below.

13. Final Payment: The final federal share of the project costs has been determined to be \$ . The Final Project Cost Summary which is attached to this report summarizes the final project costs.

14. Request for grant amendment: The sponsor has requested an amendment to the grant increasing the maximum federal obligation by \$ or Costs associated with this request are considered allowable project costs.

PLANNING PROJECTS:

1. Plans and Specifications: N/A

2. Completion of Work: All work included in the project description was completed in a satisfactory and acceptable manner.

3. Land Aquisition: N/A

4. Minimum Wage Requirements: N/A

5. Test Results: N/A

## FINAL PROJECT COST SUMMARY

### PART A - CONSTRUCTION PROJECT COST BREAKDOWN

Expense Item	Claimed Cost	Individual Federal Share % Rates	Federal Share of Claimed Costs
Administrative Expense			
Preliminary Expense			
Land, Structures, Right of Way			
Architectural Engineering Basic Fees			
Other Architectural Engineering Fees			
Project Inspection Fees			
Land Development			
Relocation Expense			
Relocation Payments to Individuals & Businesses			
Demolition and Removal			
Construction and Project Improvement Cost			
Equipment			
Miscellaneous Cost			
<b>Total Claimed Costs</b>			

### PART B - ALLOWABLE COST CALCULATION FOR CONSTRUCTION AND PLANNING PROJECTS:

	Total Claimed Costs	Single Federal Share % Rate	Federal Share of Claimed Costs
Total Disallowed Costs			
Total Allowed Cost (Rounded)			

### PART C - GRANT/PROJECT COST RECONCILIATION:

Maximum Grant Amount		
Total Allowed Cost (Rounded)		
Previous Payments Made		
Payment Due Sponsor		
Amount to be Deobligated		
Amount of Amendment		