



DIVISION OF THE STATE ARCHITECT

A DIVISION OF  DGS

Project Closeout

CASH Workshop, June 2008
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The Backlog

Backlog Identified and Processed

- 7,500 projects were identified as “backlog.”
- Temporary staff were hired to process “90-Day Letters” to the District for each backlog project.
- If there was no response by the end of the 90 days, the project was closed without certification.
- The backlog will be eliminated by June 30, 2008.

Follow-Up Program for Certification

You've Processed the 7,500 Closeout Backlog. Now What?

- Many of these projects were closed without certification.
- Next, we will be working with the Districts to close with certification those projects from this initial group that have and will be resubmitted with full documentation.
- The temporary staff who were hired to process "90-Day Letters" to the owner of each backlog project are being made permanent.

You've Processed the 7,500 Closeout Backlog. Now What? (continued)

- Inventory "Returns" from the group of 7,500 Projects in each Regional Office.
- Develop statewide procedures for processing "Returns," particularly projects with problems (e.g., AOR or staff gone, died; plans either missing or unrecoverable).



Streamlining the Closeout Process



Why Streamlining?

- To update DSA project certification and closeout procedures to more fully reflect current school project delivery methods and in an effort to streamline the process for all involved.

What are the Proposed Changes and How are they to be Implemented?

- **Note: The following changes are currently just proposals by DSA, with most requiring review and approval by the DGS Executive Office. If these are approved at that level, additional time will be required to move forward with statutory changes and regulation development for those changes so noted below. The other changes can be implemented more quickly.**

What are the Proposed Changes and How are they to be Implemented? (continued)

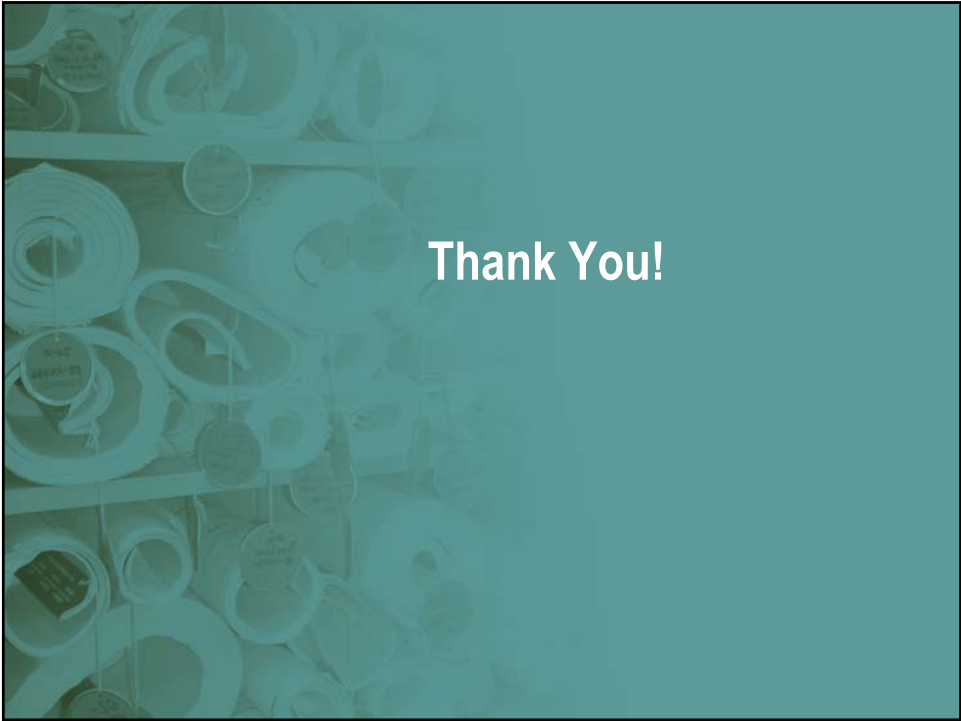
- **Eliminate the required “Notice of Completion”** (Statute change and regulation change)
- **Eliminate the required Verified Report (DSA Form 6) from contractors.** (Statute change and regulation change)
- **Modify the change order process.** (DSA Process change and Regulation change)
- **Modify the DSA 90-Day Letter.** (DSA Process change)

What are the Proposed Changes and How are they to be Implemented? (continued)

- **Modify Form 102.** *(DSA Process change and Regulation change)*
- **Develop an Interpretation of Regulations (IR) for simplified closing of relocatable buildings.** *(IR development)*
- **Modify the “Closed without Certification” Letter.** *(DSA Process change)*

What are the Proposed Changes and How are they to be Implemented? (continued)

- **Develop an IR for re-examination of a file closed without certification.** *(IR development)*
- **Develop an IR for extension to a 90-day closing letter.** *(IR development)*
- **eTracker improvements.** *(DSA/IT staffing resources)*
- **Training and Documentation.** *(DSA staffing resources)*



Thank You!