



Federal Aid Technical Bulletin

Bulletin No. 16-03

Date: July 11, 2016, **Revised: January 27, 2026**

Subject: - Closing Federal Aid Projects: Revised Process
- Closing documentation needed for Emergency Relief projects

Associating state/local funds to Federal Aid Projects

When creating a new Federal Authorization Request (FAR) it is important to associate all applicable state and/or local funds related to the group of phases being authorized. This is important for two reasons:

1. To accurately report the total project cost for the federal aid project¹, and
2. To utilize state and/or local funds as part of the non-federal share to help with satisfying the federal matching requirements necessary to obtain the federal funds on the project.

The following guidance is provided to properly associate these state/local funds:

- Associate all the non-federally funded phases of the phase group requesting federal authorization. For example, all non-federal 5x and 6x phases highlighted below should be associated when authorizing a federal aid project for construction:

Phase	Seq	Year	Fund	Type of Fund	Amount
52	01	2025	NHRE	Federal	8,276,669
56	01	2025	DDR	State	1,661,590
57	01	2025	DS	State	3,524,510
59	01	2025	DIOH	State	148,239
61	01	2025	ACSA	Federal	35,500
62	01	2025	ACSA	Federal	1,489,762
69	01	2025	DIOH	State	931

- Do not associate future state/local funded phases that are not part of the major group of funds being authorized. For example, if authorizing Preliminary Engineering (3x) group of phases, do not associate any right of way or construction phases.
- Associate state and local funds on LAP projects. We are required to report the total project cost of the project to Federal Highway Administration (FHWA). If the local agency provided additional local funds to the project for contract price adjustment, we should update the associated funds in FAMS and send the project to FHWA to report the total project cost.
- Only the financial project numbers related to the major phase of work being federally authorized need to be associated.

¹ As required by [23.CFR Part 630 -- Preconstruction Procedures](#)

Revised process for closing federal aid projects

When closing out projects using federal aid highway funds the following objectives are to be met:

- Upon physical completion of the project the financial records in both state and federal financial systems will be closed in a timely manner². This will ensure that
 - Completed projects do not fall into the category of “financially inactive” which show up on FHWA’s FIRE REPORT and count against our performance metrics, and
 - Unused federal funds not needed on the projects are released as soon as possible for use on other projects.
- Federal funds will be maximized on the project, and only eligible costs will be charged to the federal funds for reimbursement from FHWA.
- All related state and local funds on the financial project will be included as “associated funds” on the federal aid project in the Federal Authorization Management System (FAMS) to ensure:
 - The total cost of the project is shown in FHWA’s Fiscal Management Information System (FMIS), and
 - All eligible state and local funds are used to satisfy, or partially satisfy, the federal match requirements. This will minimize the use of toll credits to “soft match” any required match that is not already covered with “associated” state and/or local funds associated to the project.
- At the point that the project is placed in Ready Final Voucher (RFV) project status, FAMS will require an update to the associated state and local funds on the project to match current expenditure levels (or programmed amounts for LAP projects). This will prevent any possibility of non-compliance with federal matching requirements due to a reduction of state and/or local funds used as hard match on the federal aid project after the federal aid project has been closed on the federal books in FMIS.

To meet these objectives, it is necessary to modify the process used to close out federal aid projects, as described below.

Different phases of work require different types of documentation to demonstrate that a federal aid project is complete. For planning phases, it may be deliverables in a consultant contract. For project development and environmental phases, it may be a categorical exclusion determination or record of decision. For preliminary engineering phases it may be a set of final plans and specs. For right of way phases, it may be clear title to the final parcels. For construction phases it is a checklist of items that comprise the “closing package”. For non-

² See [2 CFR 200.344 Closeout](#): Recipients of federal funds must submit all reports and liquidate all financial obligations under the Federal Award no later than 120 calendar days after the conclusion of the period of performance. Subrecipients (such as LAP or MPOs) must do the same within 90 days of the period of performance end date.

construction phases, an email from the Project Manager will usually suffice for verification that the project is ready to close.

For purposes of describing the federal aid closing process in this bulletin, a construction project will be used as an example. Other than the type of documentation required to demonstrate the project is complete, this closing process as described applies to all types of projects in the federal aid highway program. (See appendix 'Documents Needed for Closing Federal Aid Projects' at end of this document.)

The Federal Final Pass Desk Procedure provides a template for the FHWA Package cover letter to use for the federal project closeout, available from the Construction Office's boilerplate letters Review and Administration Manual (RAM): [CO-Construction/Final-Estimates/RAM: Letter 5-15 FHWA Package](#)

Steps to complete before requesting the RFV status change from the Office of Comptroller (OOC):

1. Verify that a complete Closing Package has been loaded into the Enterprise Electronic Document Management System (EEDMS) (or [Grant Application Program \(GAP\)](#) for Local Agency Program (LAP) projects) as required by the project's phase of work. Please confirm that uploaded documents can be retrieved from the EEDMS/GAP system.
2. For standard construction projects, add the following comment to the 'FP Notes' section of the FAMS 'FP Info' screen: **"ALL CLOSING DOCUMENTS ARE UPLOADED INTO EEDMS WITH THE FDOT FINAL ACCEPTANCE DATED <enter date of Final Acceptance>"**. For LAP construction projects, add the following comment to the FP Notes section: **"ALL CLOSING DOCUMENTS ARE UPLOADED INTO GAP WITH THE FDOT FINAL ACCEPTANCE DATED <enter date of Final Acceptance>"**. The final step is to add the date of the Final Acceptance into the "Project Completed:" field on the 'FP Info' screen and click the 'Update' button.
3. Verify that all AC funds have been AC Converted (no expenditures or revenues on AC funds on PC10).
4. Verify that all federal and non-federal encumbrances have been removed from the project. If special circumstances require leaving some state funded encumbrances on the project, approval to do so must be obtained in writing from FAMO, and the approval attached to the email requesting the RFV status change.
5. Verify that all Federal Authorizations have been balanced to Expenditure levels. If an authorization request has been submitted to balance the Federal Authorization, ensure that it is at least in transmitted status.
6. Ensure that all non-participating expenditures have been moved to non-federal funds.

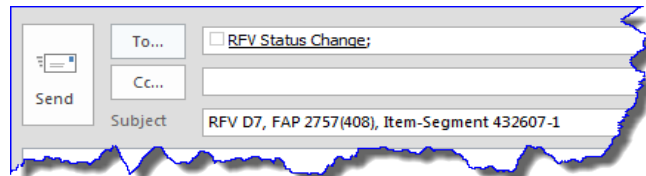
7. Check for and clear any pending costs using the [OOC CAP - Reports List](#), Federal Projects Management section – ‘[Print Pending Report](#)’. A link can be found on the main OOC Share Point Site under Reference Materials.
8. Ensure that the federal project’s Period of Performance (PoP) end date is no less than 30 days in the future to allow time for the OOC’s Final Voucher process.

FHWA may be unable to extend the period of performance end date if it has already been extended several times. In some cases, an extension to the closeout period may be needed if there are no additional expenditures to be billed. Extensions to the closeout period may be approved by FHWA for up to one-year after the period of performance end date has expired. FHWA (and FDOT) must make every effort to complete all closeout actions no later than one year after the end of the period of performance.³

If FHWA does not approve an extension to the Period of Performance end date, FDOT will document an extension of the close-out period in the Final Voucher System (FVS).

Once complete, request the status change for a single project with an email to RFV Status Change. Include the characters “RFV”, the District, Federal Aid Project number (FAP), and the lead Item-Segment on the subject line of the email request. If there are liquidated damages, and the contract contains multiple federal projects, please include all the projects related to the construction contract in the same e-mail.

Sample Email Subject Line

Once OOC has completed their final processes, district staff will need to check and revise the project cost estimates in WPA, if needed, to ensure the cost estimates match the final project expenditures.

As always, please feel free to contact us with any questions or concerns.

³ As required by [2 CFR 200.344\(h\)](#)

Appendix to Federal Aid Technical Bulletin 16-03

Documents Needed for Closing Federal Aid Projects			
Federal Aid Management Office			
Phase	Description	Final Inspection and Acceptance Form required?	Final Closing Documents required?
1X	Planning, In-house, consultant, or grant	NO	NO
2X	PD & E, In-house, consultant, or grant	NO	NO
3X	PE, In-house, consultant, or grant	NO	NO
4X	Right of Way All phases	NO	NO
52	Construction	YES	YES
54	Construction Grant	YES	NO
56	Utility	NO	NO
57	Rail	NO	NO
58	Construction Other Agency LAP (Contract Class 5)	YES	YES
62	CEI & Post Design Consultant	NO	NO
71	Maintenance In-house	NO	NO
72	Maintenance Consultant	NO	NO
84	Operations Grant	NO	NO
88	Operations Other Agency	NO	NO
ER	Emergency Relief In-house (phase type x1)	NO	NO
ER	Emergency Relief CEI Consultant (phase 62)	NO	NO
ER	Emergency Relief - <u>Emergency Repairs</u> (to restore essential traffic) Construction (phase group E, F, G, or H)	YES	YES
ER	Emergency Relief - <u>Permanent Repairs</u> Construction (phase group 5, E, F, G, or H)	YES	YES
ER	Emergency Relief LAP (Permanent and Emergency Repairs)	YES	YES
HR / HP	Highway Planning and Highway Research	NO	NO
PL	Metropolitan Planning Organizations	NO	YES
NBIS	Bridge Inspection	NO	NO
Final Inspection and Acceptance of Federal-Aid Project (Form 700-010-032) must be completed and uploaded through the EEDMS Loading DOC application. If the Federal Project is an Oversight or PoDI project, then the FHWA Final Acceptance may also need to be uploaded.			

Local Agency Program (LAP) projects have a different Closing Document Package than regular construction projects. The District Local Program Administrator should complete the “Local Agency Program Final Inspection and Acceptance of the Federal-Aid Project” form (Form No. 525-010-42) and upload to GAP. Please refer to: [LAP Manual Chapter 23, Project Close Out Procedures](#)

Note that if any PL federal planning funds were used on a project, then a PL Funds [Close-out Confirmation Form](#) (confirming Final Invoice and Reimbursement details) must be completed and uploaded into EEDMS.

Phase Groups ⁴	
D	EMERGENCY DEBRIS REMOVAL*
E	EMERGENCY SIGN REPR/REPL
F	EMERGENCY SIGNAL REPR/REPL
G	EMERGENCY ROAD REPAIR
H	EMERGENCY BRIDGE REPAIR
J	EMERGENCY CONTRACT MANAGEMENT
K	EMERGENCY FACILITIES REPR/REPL
L	EMERGENCY MAINT OF TRAFFIC

*Debris removal would only be eligible for FHWA reimbursement in counties where there has been a Governor’s declaration of an emergency, which is not part of the US President’s declaration, and FDOT has an FHWA eligible emergency relief event that meets the \$700K statewide damage threshold.

Other reminders specific to Emergency Relief projects funded by FHWA:

The same closing documents are needed for both Permanent and Emergency repairs.

- Detailed Damage Inspection Report (DDIR) revisions are not needed if the cost does not exceed 20% of the last approved DDIR (excluding indirect costs).
- If a modification to request additional ER funds for a project exceeds the approved DDIR amount by more than 20%, a revised DDIR will need to be requested from FHWA.
 - If FHWA does not approve the request for additional ER funding, by amending the DDIR for costs that exceed the DDIR by more than 20%, another funding source will need to be identified.
- Emergency Relief projects (emergency and permanent repairs) are not required to be in a local Transportation Improvement Program (TIP) or the Statewide Transportation Improvement Program (STIP).

FHWA Emergency Relief DDIR Final Closeout – Checklists

[FDOT-Emergency Management \(Internal SharePoint\) - Contracts](#)

Emergency Repair ★

Permanent Repair ★

⁴See the Work Program Instructions and the [FDOT OWPB - Item Segment Reports; Work Program Quick Reference](#) for additional details about financial project number programming and Contract Class.