



PROJECT CLOSEOUT INSTRUCTIONS (PCOI)

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1. GENERAL INFORMATION

Project Closeout Specialist (512) 834-4577 **General Phone** (512) 834-6649

The Architectural Review Unit (ARU) shall issue the Project Closeout Checklist Form and the Project Closeout Form, where they are applicable. ARU shall issue the Project Closeout Letter upon the receipt, review and approval of the final inspection documents, the plan of corrections and any other required documents. Issuance of the Project Closeout Letter completes the architectural review portion and closes the architectural project.

2. SUBMITTING OPTIONS

Only submit missing items noted on the project closeout checklist form and the project closeout form and fee, where applicable. Do not submit any instructional documents. Where the project closeout form is incomplete or documents or fee are missing, processing shall be placed on hold and written notification shall be issued.

Submit project closeout documents via options below:

Email: AskARU@hhsc.state.tx.us

Subject line: **Project Closeout: App #** enter application #
Please note that all other subject lines shall be directly moved to trash and deleted without processing.

Mailing Address: (USPS or overnight service or delivery service)

Where additional fee is required, mail fee and Project Closeout Form.
HHSC Architectural Review Unit
Mail Code 2835
Exchange Building
8407 Wall Street, Suite S241
Austin, TX 78754



3. INSTRUCTIONS for COMPLETING PROJECT CLOSEOUT

3.1 ARU Reviews Project Documents

After the final inspection of the last phase of the project, the ARU assesses the project documentation. Where any document or fee is incomplete or missing, the ARU shall issue a written notification via the Project Closeout Checklist Form, ARU-04, to the Facility Administrator/CEO or the Designee Facility Staff Member and where applicable, the Architect/Engineer of Record. The Architect/Engineer of Record and/or facility shall submit missing documents to the ARU for further review.

3.2 Prepare the Project Closeout Form and/or Missing Documents/Fee

For a hospital or an ESRD facility, the ARU shall issue the Project Closeout Form, ARU-05, to the Facility Administrator/CEO or the Designee Facility Staff Member. This form requires confirmation of the type of beds/stations counts before and after construction and other required information. The project closeout form shall be filled out completely and signed by the Facility Administrator/CEO or the Designee Facility Staff Member. Refer to the Application Definitions listed in the Application Package Instructions document to define the intent of information requested by ARU. Where a field is not applicable on the form, enter N/A at the underlined space.

In addition, the Project Closeout Form, ARU-05, will address the facility's project cost for a hospital or special care facility. This form requires confirmation of the original estimated project cost to the actual (finished) project cost. Where the project cost has increased since the application package was submitted, review the Application Fee Schedule to determine if there is any increase to the application fee. Where determined that an additional fee is required, then submit a check for the additional fee, which shall be made payable to HHSC. Refer to the Application Fee Schedule definition listed in the Application Package Instructions document. Do not mail check (fee) without the project closeout form accompanying the check.



3.3 Submit the Project Closeout Form and/or Missing Documents/Fee

Submit one package. Follow the directions under submitting options in this document. A partial submission shall not be honored. Queue order: first completed documents, first processed.

Until all items are received, and all information is provided on the project closeout form, interaction may occur between the ARU and the Architect/Engineer of Record and/or the Facility Administrator/CEO or the Designee Facility Staff Member.

3.4 Project Closeout Letter Issued

Upon receipt, review and acceptance of the project closeout form and any other missing documents, the ARU shall issue a Project Closeout Letter to the Facility Administrator/CEO or Designee Facility Staff Member and the Architect/Engineer of Record, where applicable. The project closeout letter closes the application/project.

3.5 Follow Up Unannounced Inspection

The ARU may conduct a follow up inspection on a closed project to assure that the Plan of Corrections (POC) was implemented or may request additional proof of implementation for POC via electronic media. Where the POC was not completed as requested in the Statement of Deficiencies and Plan of Corrections Letter (SODPOC), which was attested by the facility, then the facility may be subject to an enforcement review.

3.6 Retention Period

The ARU retains all information and documentation submitted for the project per HHSC retention policy. Stakeholders may request facility's records, during retention period, via open records request. Refer to website: <https://dshs.texas.gov/facilities/open-records.aspx> After retention period expires, the ARU discards all information and documentation submitted for the project.