Prop 1B Closeout Procedures

ODIS Input Instructions

(http://svdtsucp.dot.ca.gov:8084/bondinputprod/LogoffPreAction.do?key=52998562)

Update Close-out Report Status

Project Schedule Baseline Summary

*EA: [Select One ▾]

(Schedule Changes and Variances in Months)	Adopted Program	Current Approved	Date Approved	% Complete	Schedule Forecast
Begin Environmental Phase				0	
End Environmental Phase					
Begin Design (PS&E) Phase				0	
End Design (PS&E) Phase					
Begin Right of Way Phase				0	
End Right of Way Phase					
Begin Construction Phase				0	
End Construction Phase					
Begin Closeout Phase					
End Closeout Phase					

Dropdown list under % Complete:
- 0% Final Delivery Report not submitted
- 25% Final Delivery Report submitted
- 50% Final Delivery Report approved
- 75% Supplemental Final Delivery Report submitted
- 100% Supplemental Final Delivery Report approved
- 0% Final Delivery Report not submitted

The Project Manager / agency sponsor will update closeout report status in ODIS. Select the schedule tab and report Begin/End Close-out Phase % complete. Use the above percentages to document status.

Select the "Closeout Info" tab in ODIS

Select the dropdown menu for report types.
Delivery Reports will be uploaded by the Project Manager or Sponsor.
Audit Reports will be uploaded by Audits & Investigations.

Once report type is selected, select browse to find the report to upload
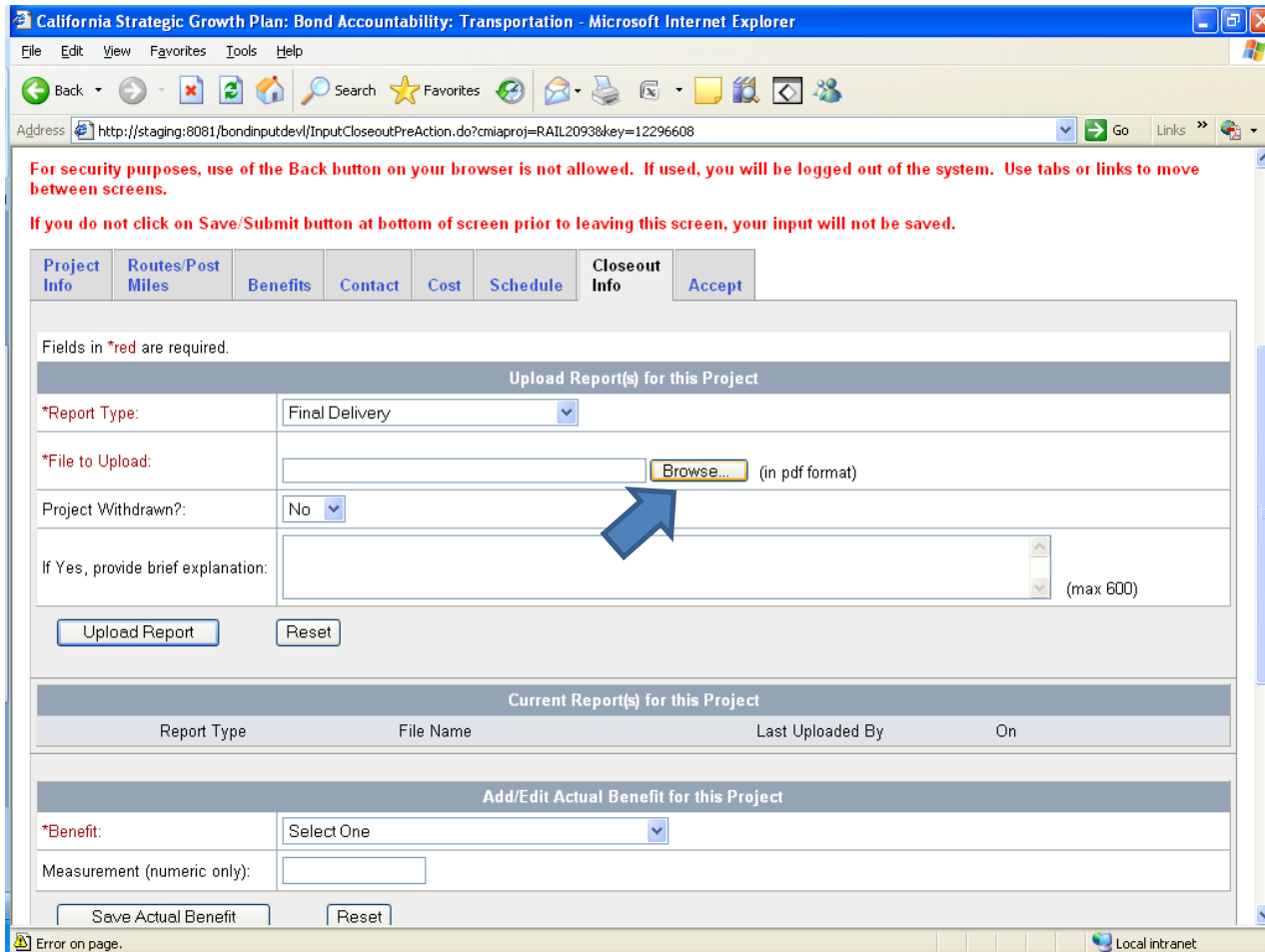
Select File
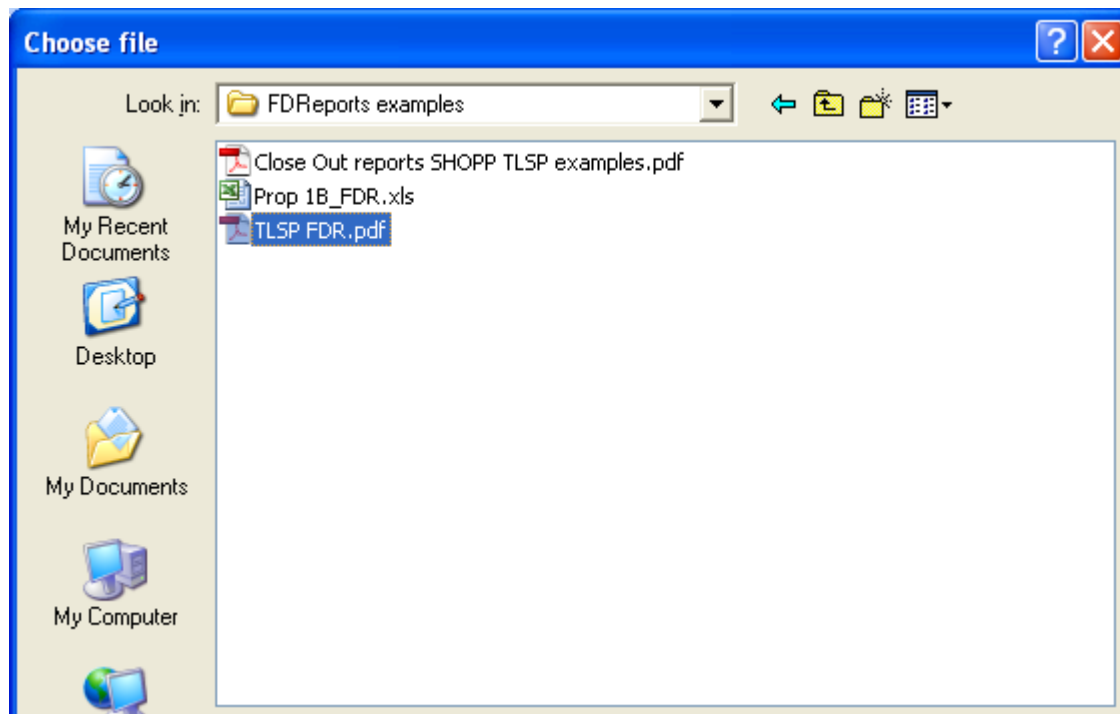
Once file is selected, click "upload report"

If project is withdrawn select yes and provide an explanation

Report is now uploaded.
Delete will remove the report, edit will replace the report.

Select the dropdown menu for actual benefits. You can add multiple benefits

Enter numeric data and select "Save Actual Benefit"

Data is loaded, delete will remove the benefit, edit will replace the benefit

Enter numeric data for bond funding "expenditure amount" and select "Save Actual Bond Cost"

Program Coordinator will select the "Accept" tab

Once the data is reviewed and verified select "Accept"