



TEXAS
Health and Human
Services



Project Closeout Instructions

Revision 1/7/2020

Revision 1/1/2021

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1. GENERAL INFORMATION

Scheduler Specialist: InspectionARU@hhs.texas.gov (512) 243-4831

[Architectural Review Unit's website](#)¹

Project Closeout Letter is issued by Architectural Review Unit (ARU) upon the receipt, review and approval of the final inspection required documents, the plan of corrections and any other required documents. Where documents are missing, a Project Closeout Checklist and/or a Project Closeout Document shall be issued by ARU. Issuance of the Project Closeout Letter completes the architectural review portion.

Refer to webpage for overall Architectural Review Process as this document only covers the project closeout process.

¹ <https://hhs.texas.gov/doing-business-hhs/provider-portals/health-care-facilities-regulation/architectural-review>

2. SUBMITTING PROJECT CLOSEOUT DOCUMENTS

Step 1: Email requested missing items noted on the project closeout checklist form and the project closeout form. Where additional fees are required, include a copy of the check as an attachment.

AskARU@hhs.texas.gov

Subject line: Project Closeout App# (enter Application Number)

Only submit requested items. Do not email any instructional documents. Where project documents are incomplete, processing shall be placed on hold and an email notification will be sent.

Please note that all other subject lines shall be directly moved to trash and deleted without processing.

Step 2: Mail check and Final Construction Approval Form to the Fiscal Department at either mailing address below. Do not mail any other documents to the below address (Fiscal Department). Do not mail requested documents (Final Construction Approval form or check) to Architectural Review Unit, no duplicates.

Payment Mailing Address:

HHSC AR MC1470
PO BOX 149055
Austin, TX 78714-9055

Payment Overnight Address

HHSC AR MC1470
1100 W 49th St
Austin, TX 78756

Step 3: If ARU requires further or revised documents, we will reach out to the contacts on the application form.

3. INSTRUCTIONS for COMPLETING PROJECT CLOSEOUT

3.1 ARU Reviews Project Documents

After the final inspection of the last phase of your project, ARU assesses the project documentation. Where any document or fee is incomplete or missing, ARU shall issue 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

Where you receive a Final Closeout Form, it shall be filled out completely and signed by the Facility Administrator/CEO or the Designee Facility Staff Member. Where a field is not applicable on the form, enter N/A at the underlined space.

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 Form's Fee Schedule to determine if there is any increase to the application fee.

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

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

Where determined that an additional fee is required, then mail a check for the additional fee as instructed on Section 2 of this document. Refer to the Application Fee Schedule on application form or Inspection Fee Schedule on inspection form. Do not mail check (fee) without the project closeout form accompanying the check.

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 Notification Issued

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

3.5 Follow Up Unannounced Inspection

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 through the Facility Licensing Unit open records process. After retention period expires, ARU discards all information and documentation submitted for the project.