

Reclamation Manual

Directives and Standards

Asset Under Construction (AUC) Analysis Form Instructions and Explanations	
Header Number	Instructions and Explanations
The region may add columns as needed to the right of column 15 but may not modify or change the order of the existing 15 columns.	
(1)	Regional finance office enters the work breakdown structure (WBS) for each construction activity at the level of detail required by the region (WBS or program).
(2)	The regional finance office or project manager provides the construction activity description.
(3)	The regional finance office enters the date they retrieved the reports from FBMS in the header of this column. This figure represents the costs Reclamation paid to date; it does not include unpaid obligations, etc.; thus this figure will not match budget reports. This figure is for the regional finance office to ensure the analysis captures all costs in general ledger (GL) 1720.CIP00 and to analyze the activity. The region may include additional costs such as GL 1720.CIA00 and 6900.xxxx provided the costs are easily identifiable and not included in the reconciliation of the AUC Analysis form to GL 1720.CIP00.
(4)	The regional finance office enters the total cost to date transferred from AUC to the completed asset account for this construction activity.
(5)	The project manager enters whether Reclamation holds title after construction is complete. If not, they enter who will (e.g. BIA, FWS, in trust, etc.). If a non-federal entity will hold the title and the asset will not be held in trust, the asset should more than likely be expensed instead of recorded in AUC. Check with the regional finance office for guidance. This may be copied from the previous quarter provided the scope of the construction project has not changed. Use footnotes if yes/no is not sufficient to identify ownership.
(6)	Project manager enters Reclamation's estimated total cost of the construction activity. Include the cost for portions of the activity complete and transferred to final asset.
(7)	The project manager enters "yes" or "no" as to whether the construction activity contains cost share or matching funds. Do not include repayments, reimbursable agreements, advances (e.g., advances received for operation and maintenance payments), revolving funds, or other Federal agencies' share captured through inter-agency agreements.
(8)	The project manager enters "yes" or "no" as to whether there are multiple independent assets (multiple units) in the construction activity. If yes, complete column number (9).
(9)	The project manager enters the estimated date (fiscal quarter and year) the next independent asset(s) is expected to meet the substantial completion criteria in the project management plan. See Reclamation Manual (RM) Directive and Standard (D&S), <i>Completion of a Construction Activity: Transferring Reclamation Capital Asset Under Construction (AUC) to Operations and Maintenance (O&M) Status</i> (FAC 01-05) for additional information.
(10)	The project manager enters the estimated date (fiscal quarter and year) the entire construction activity is expected to meet the substantial completion criteria in the project management plan.
(11)	<p>The project manager enters the status code:</p> <ol style="list-style-type: none"> 1. All construction is in progress. 2. All construction meets the substantial completion criteria. The project manager is in the process of obtaining the approved substantial completion concurrence documentation. In accordance with FAC 01-05, the region will obtain the approved substantial completion concurrence documentation within 45 days from when the asset is used, operated, or occupied. 3. Recommendation to Suspend. The project manager is in the process of obtaining documentation to temporarily or permanently suspend the construction activity in accordance with RM D&S <i>Determination to Suspend an Authorized Construction Activity</i> (FAC 01-13). 4. Part of the construction meets the substantial completion criteria. The project manager is in the process of obtaining the approved substantial completion concurrence documentation. In accordance with FAC 01-05, the project manager will obtain the approved substantial completion concurrence documentation within 45 days from when the asset is used, operated, or occupied. 5. Recommendation to Move to Expense. Costs in AUC should be expensed if it is determined the study/investigation will not be pursued further and there is no utility in the costs. For example, costs incurred during planning study that management has subsequently determined not to pursue construction. Expensing the costs does not affect the authorization nor preclude the initiation of a new investigation/study or other planning efforts. See RM D&S FAC 01-13, <i>Determination to Suspend an Authorized Construction Activity</i> for additional information regarding temporary and permanent suspension. 6. Construction activity is substantially complete and original costs were transferred from AUC to the completed asset account. Residual costs that occur more than 3 years after the original AUC to the completed asset account transfer require Policy, Compliance, & Audit's approval.

Reclamation Manual

Directives and Standards

(12)	For each item coded as 2, 3 or 4 in column number (11), the project manager enters the estimated date (calendar month and year) to expect the receipt of the approved substantial completion concurrence documentation or the signed request for suspension memorandum. Code 1, 5, and 6 do not require a date in this column.
(13)	The project manager enters "yes" or "no" as to whether residual costs occurred. The regional finance office and the project manager calculate actual residual costs on previously completed and transferred independent asset(s).
(14)	Enter the name of the project manager.
(15)	Place any miscellaneous comments in this section.
(16)	Regional finance office personnel sign to signify they captured all costs in SGL 1720.CIP00 and performed an analysis of the information on the form. See Paragraph 9.(D) of the D&S for required minimum analysis.
(17)	The project manager or a person senior to the project manager (e.g. area office manager) signs to signify they agree with the information on the completed form. An explicit email is acceptable instead of a signature.
Definitions	
See the D&S for all definitions.	
Construction Activity. Any activity to rehabilitate, renovate, or replace existing assets or to develop new assets. Construction activities are performed by Reclamation staff (i.e., force account work or in-house labor) or accomplished through a construction contract or force account work and include the procurement of equipment and materials that are to become a fixed part of Reclamation's facilities.	
Cost Share. The contributions (monetary, in-kind, or both) provided by non-Federal entities or funding partners including work performed by non-Federal operating entities. Cost share is sometimes known as matching or matching funds.	
Independent Assets. An asset that, by itself, provides a benefit to an authorized project; an asset that does not require another asset to be operated, used, or occupied.	
Interdependent Assets. The aggregation of multiple assets that are functionally or operationally dependent to provide authorized project benefits. All of the interdependent assets must function in order to deliver the designed benefit or perform the designed operation.	
Residual Cost. Any costs Reclamation processes to complete the construction of an asset after the initial transfer of the asset from AUC to the appropriate completed asset account.	
Substantial Completion. Management's determination that an independent or interdependent asset is sufficiently complete, in accordance with the criteria in a PMP, for Reclamation to use, operate, occupy, or otherwise place the asset into service for its intended purpose. Substantial completion in connection with the project management of a construction activity is separate and distinct from the substantial completion of a construction contract, which is defined in the construction contract and determined by the contracting officer. In addition, the substantial completion of an authorized project is defined in the repayment contract for the authorized project.	

