PA353_Reducing Advance Construction on a Federal Contract (VDOT)

Reducing Advance Construction on a Federal Contract Overview

Federal Contracts are created in Cardinal based on the data contained in the Federal Aid Project Agreement received from the Federal Highway Administration (FHWA). Modifications of these original agreements are normal and will often include reductions to Advance Construction Funds.

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Sample FHWA Federal Aid Project Agreement

Run Date 03/29/2012
Run Time 08:26:48

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
FEDERAL-AID PROJECT MODIFICATION

Report: FMISD06A
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STATE: VIRGINIA PROJECT NO: PM07(231) NO: 3

STATE PROJ. NO(S): LM7A967F10401

DESCRIPTION: Culpeper Districtwide - LMET Schedule - Various Routes

CLASSIFICATION OF PHASE OF WORK: CONSTR

THE PROJECT AGREEMENT FOR THE ABOVE-REFERENCED PROJECT ENTERED INTO BETWEEN THE UNDERSIGNED PARTIES AND EXECUTED BY THE DIVISION ADMINISTRATOR ON 11/13/2009 IS HEREBY MODIFIED AS FOLLOWS:

PROGRAM CODE	URBAN/ WITH		FORMER AMOUNT	REVISED AMOUNT	
L200		ESTIMATED TOTAL OF PROJECT	$912,336.00	$450,699.00	1
		FEDERAL FUNDS	$320,000.00	$319,999.00	
		ADV CONSTRUCTION FUNDS	$409,868.00	$0.00	
		PERCENT FEDERAL SHARE	80.00%	80.00%	
L20R		ESTIMATED TOTAL OF PROJECT	$1,426,076.00	$1,426,076.00	
		FEDERAL FUNDS	$1,140,861.00	$1,140,861.00	
		ADV CONSTRUCTION FUNDS	$0.00	$0.00	
		PERCENT FEDERAL SHARE	80.00%	80.00%	
				1,760,860.00	2

STATE REMARKS:

UPC 93051 - MODIFIED AGREEMENT TO RELEASE $1.00 FHWA (L200) FUNDS AT 80%, AND RELEASE L200 AC FUNDS; NON-PARTICIPATING = $50,700.00. PER FFY12 1ST QUARTER FIRE REPORT TIER3.

DIVISION REMARKS:

ALL OTHER TERMS AND CONDITIONS OF THE PROJECT AGREEMENT WILL REMAIN IN FULL FORCE AND EFFECT.

DEPARTMENT OF TRANSPORTATION

AVAILABLE FUNDS CERTIFIED BY:	LYNN C. OYAN	DATE:	03/28/2012
APPROVAL RECOMMENDED BY:	EDWARD GRAJEWSKI JR	DATE:	03/28/2012
APPROVED AND AUTHORIZED BY:	EDWARD GRAJEWSKI JR	DATE:	03/28/2012

FEDERAL HIGHWAY ADMINISTRATION

APPROVAL RECOMMENDED BY:	THANH TRAN	DATE:	03/28/2012
APPROVED AND AUTHORIZED BY:	THANH TRAN	DATE:	03/28/2012
MODIFICATION APPROVED BY:	CLEMENTINE T. FLEMING	DATE:	03/28/2012

The table below shows where the data elements in the agreement are to be entered when creating a contract.

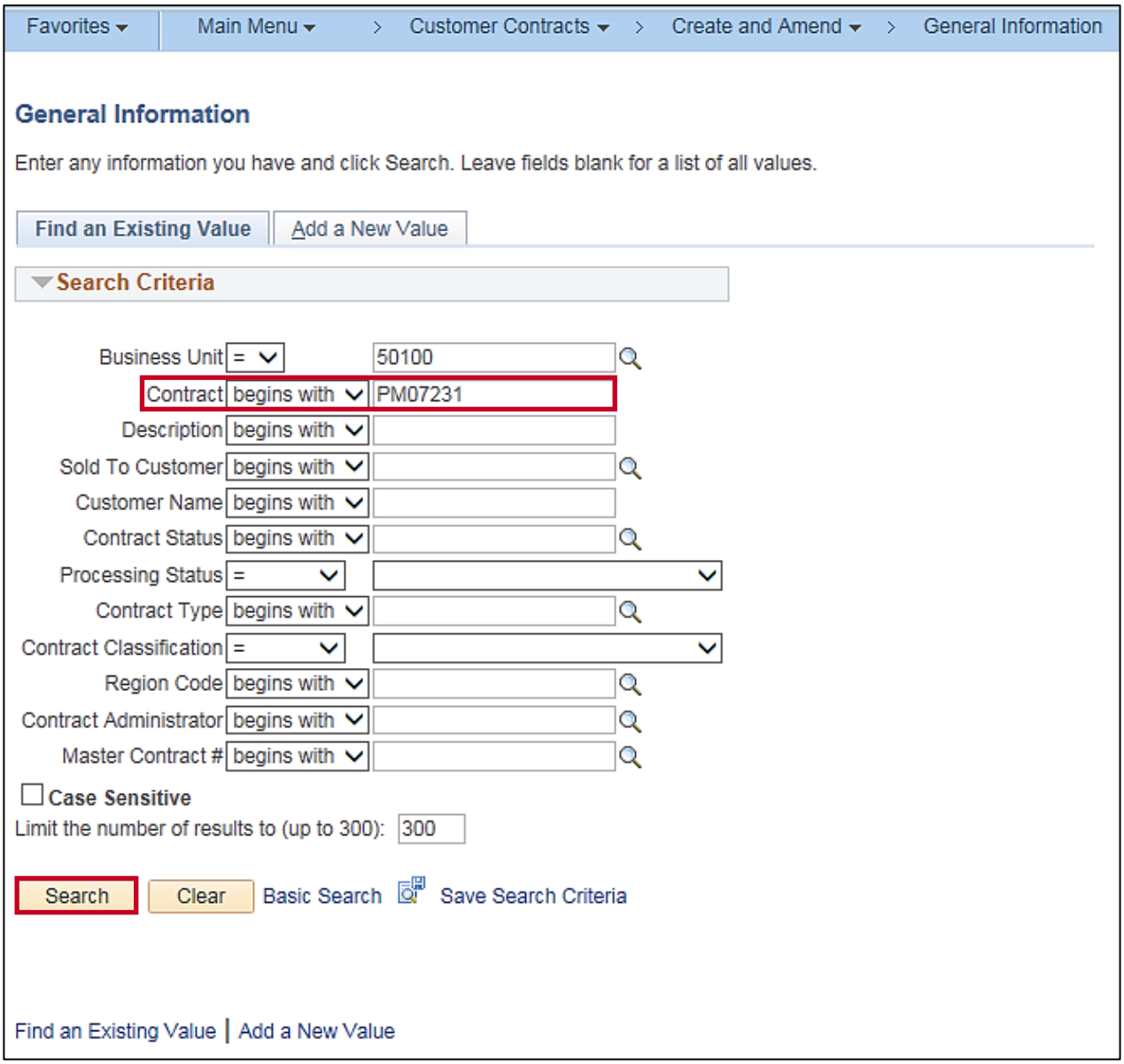
	Modification	Page	Field(s)
1	Reduce Obligation Amount	General Information	Proposal ID

PA353_Reducing Advance Construction on a Federal Contract (VDOT)

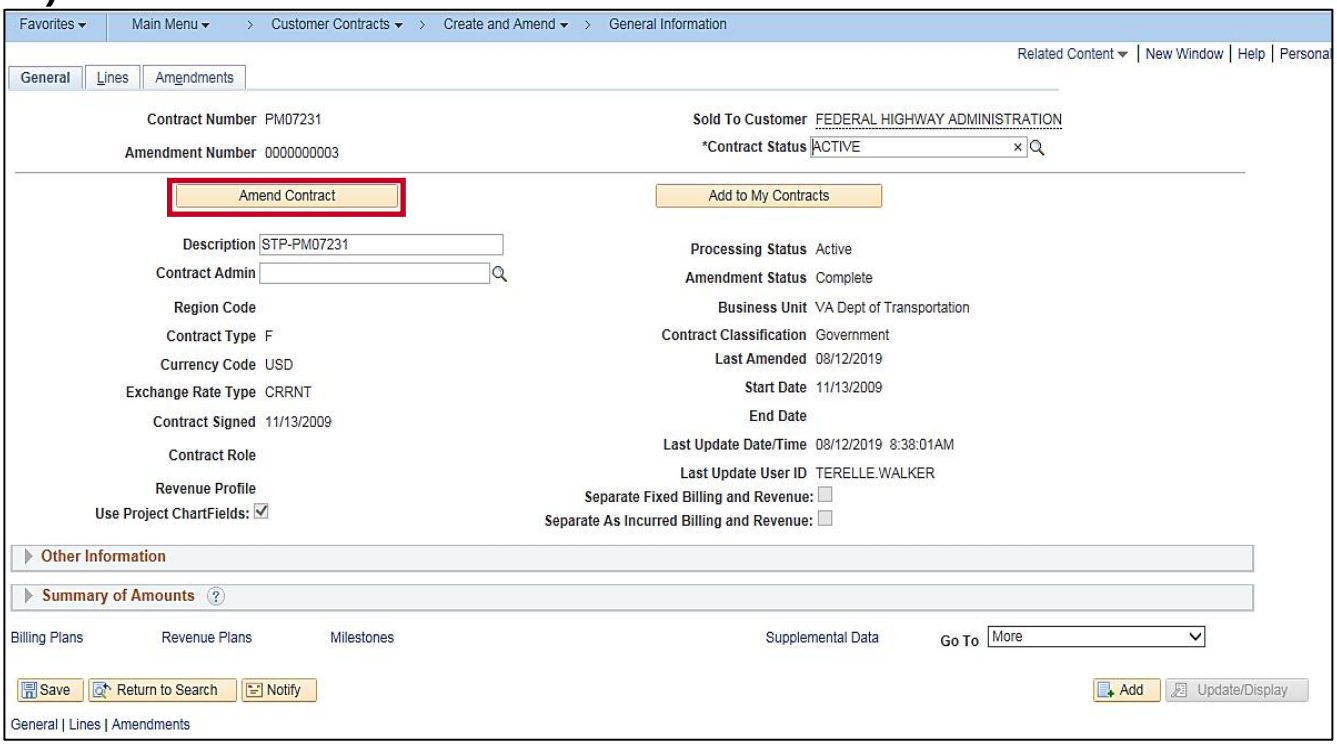
Enter Contract General Information

1. Navigate to the **General Information** page using the following path:

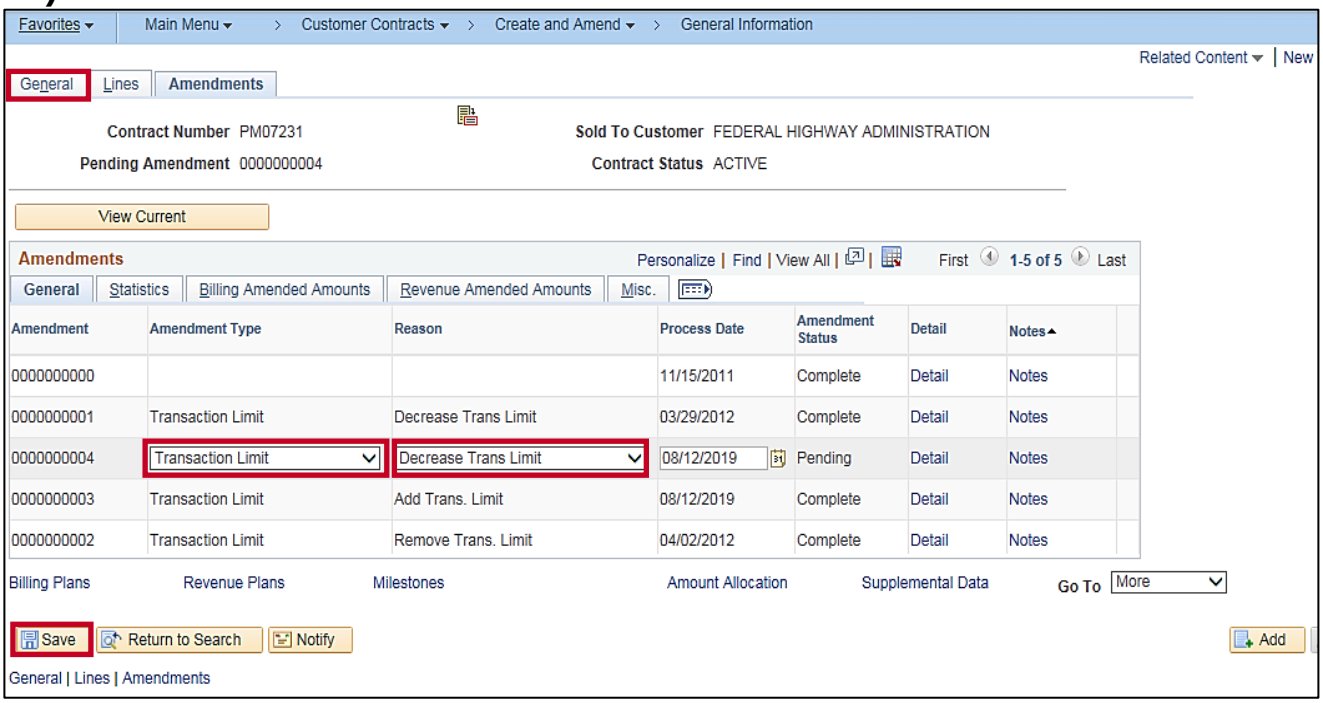
   Customer Contracts > Create and Amend > General Information



2. The **General Information** page displays.
3. Enter the federal project/contract number in the **Contract** field.
4. Click the **Search** button.



5. The **General Information** page displays.
6. Click the **Amend Contract** button.



7. The **Amendments** tab displays.
8. Select the **Amendment Type** from the drop-down list.
9. Select the **Reason** from the drop-down list.
10. Click the **Save** button.
11. Click the **General** tab.

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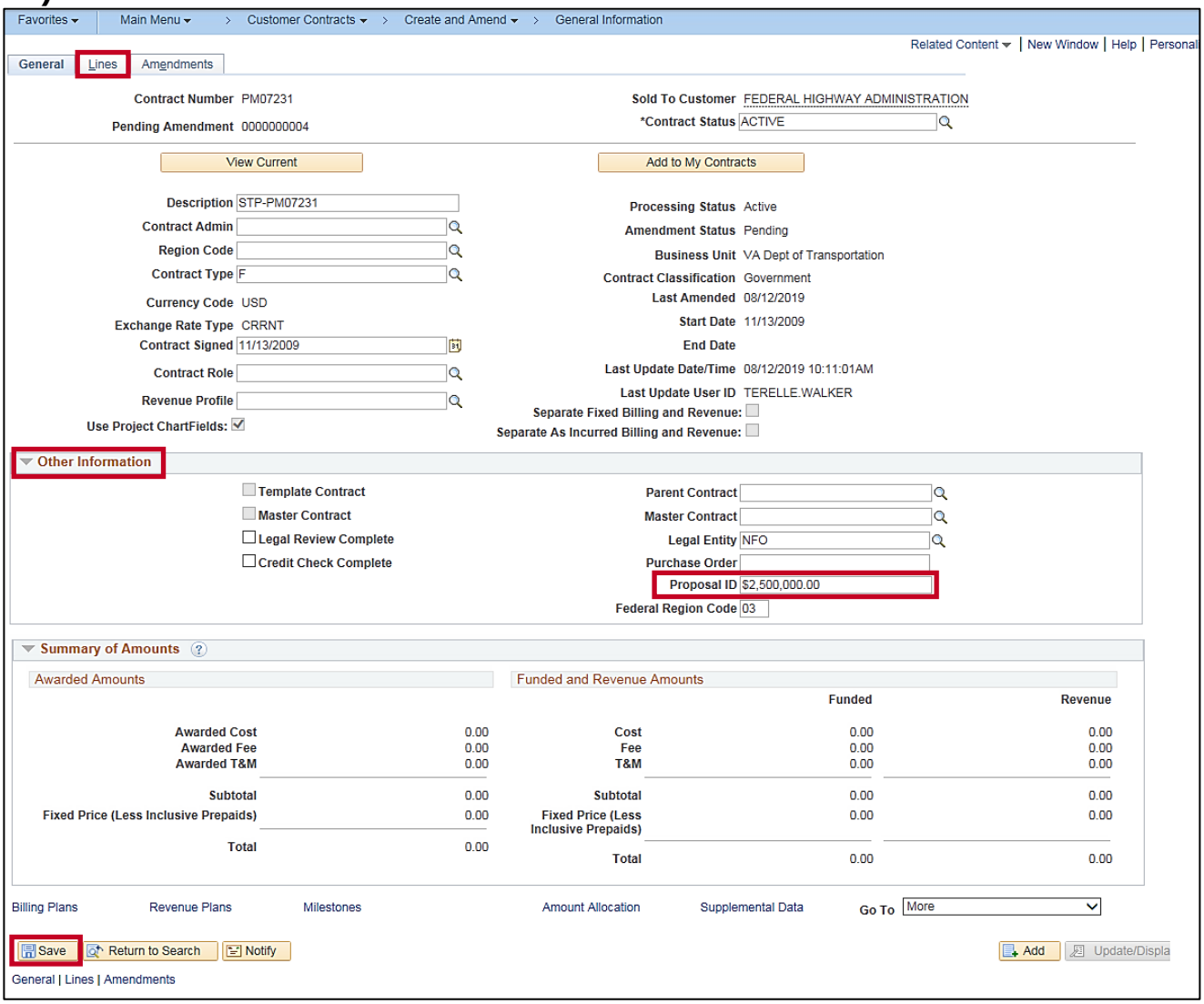
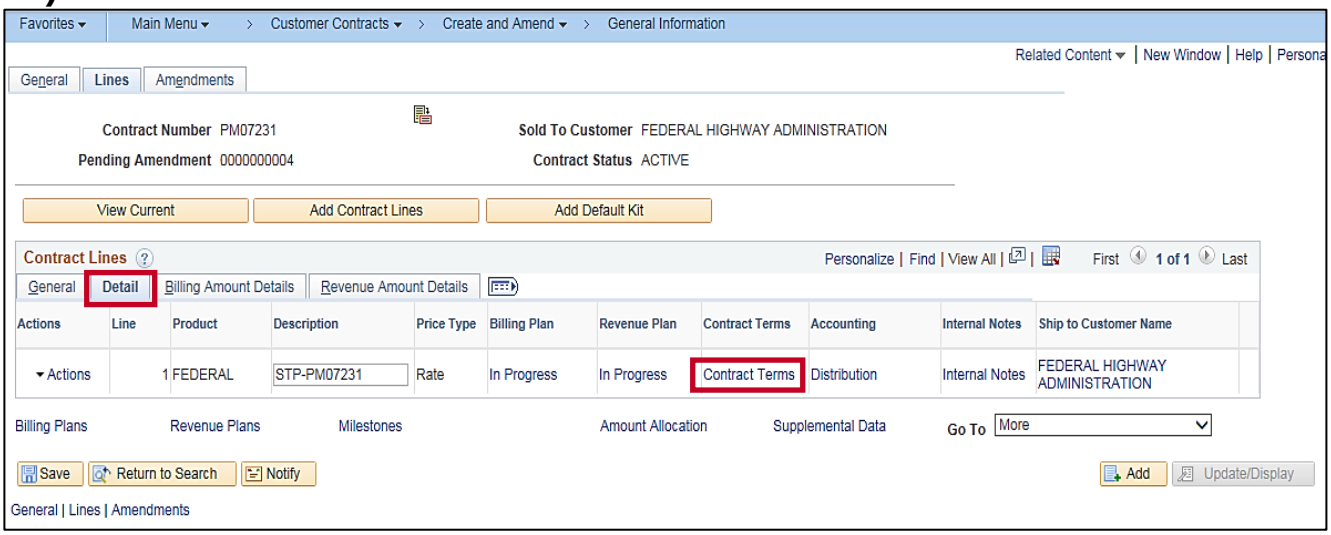
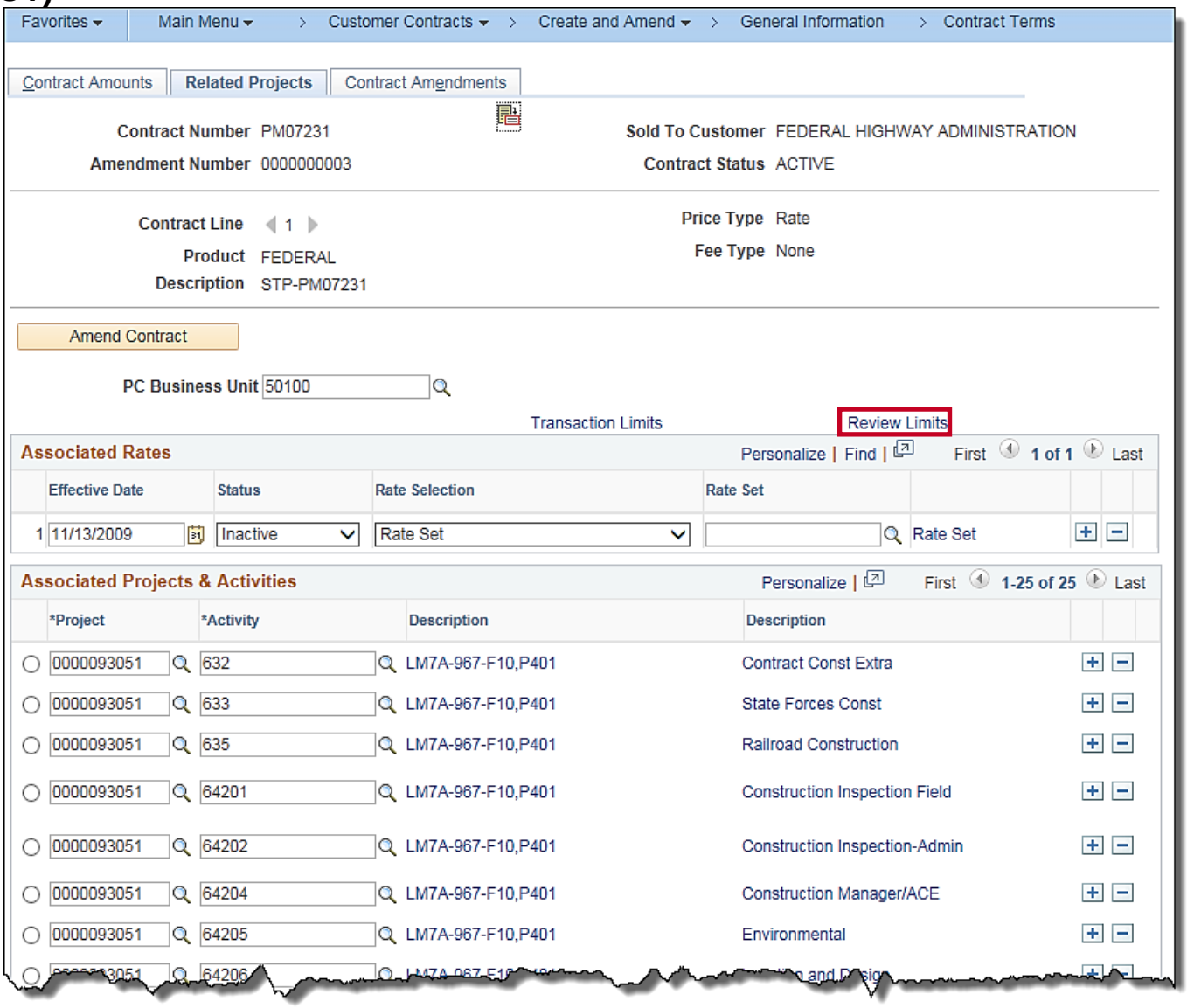


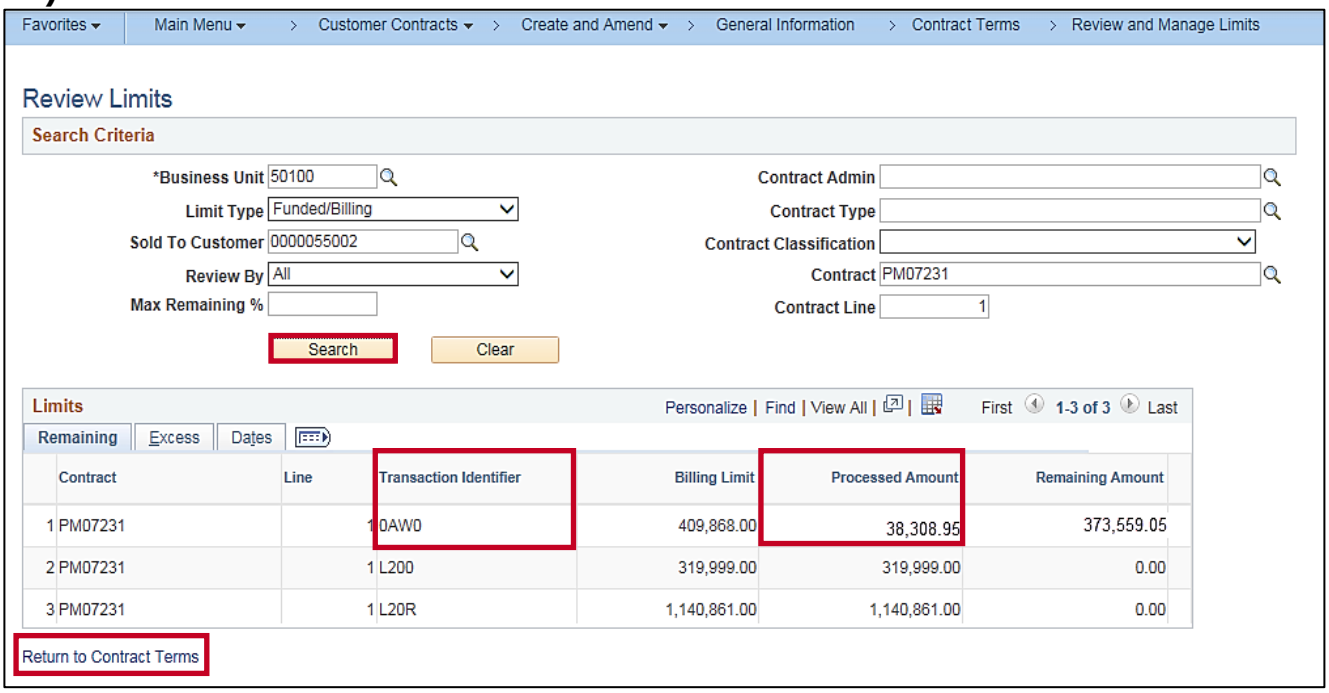
12. Expand the **Other Information** section.
13. Update the **Proposal ID** field.
14. Click the **Save** button.
15. Click the **Lines** tab.



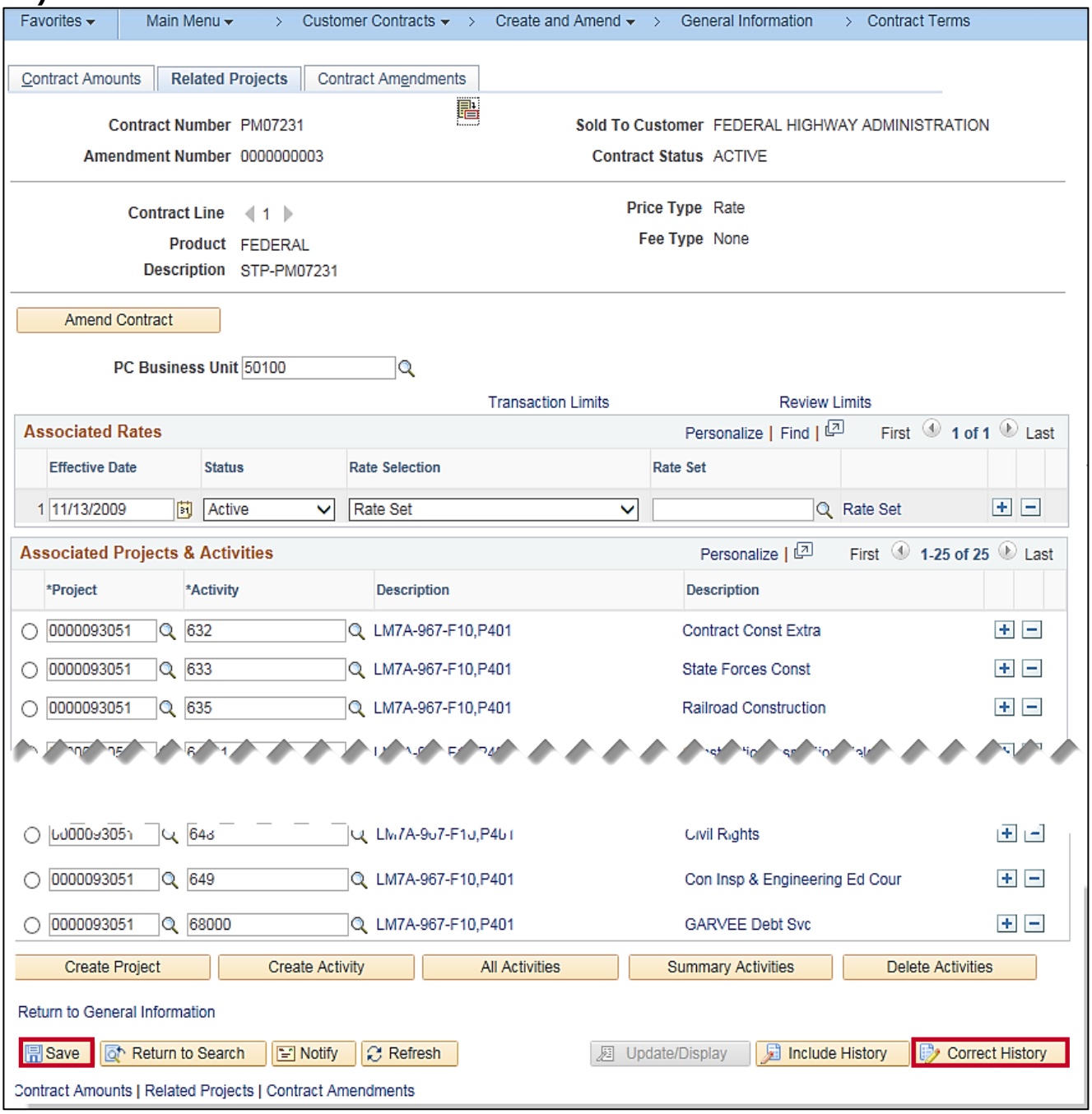
16. Click the **Detail** tab in the **Contract Lines** section of the page.
17. Click the **Contract Terms** link.



18. The **Related Projects** page displays.
19. Click the **Review Limits** link.

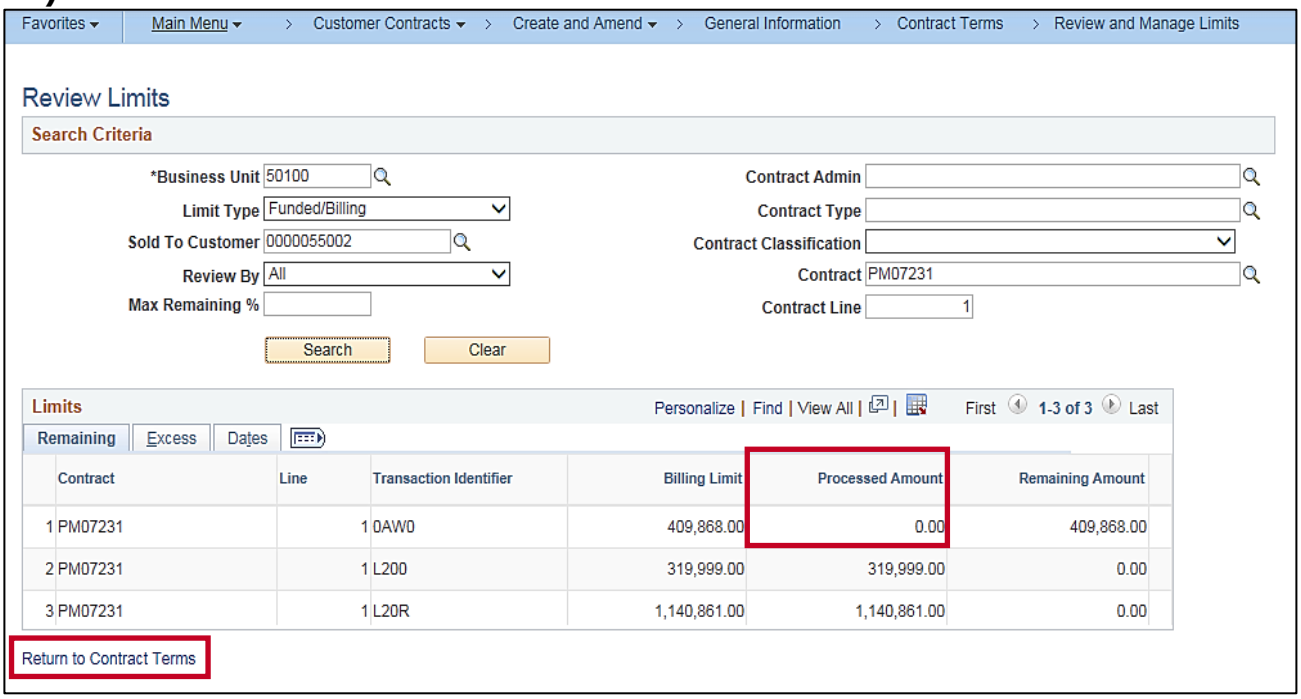


20. The **Review Limits** page displays.
21. Click the **Search** button.
22. Examine the limits for the transaction limits associated with the contract.
    – If the ADC **Transaction Identifier** (**0AW0**) has a **Processed Amount**, then this amount must be released before the advanced construction amount can be released.
23. Click the **Return to Contract Terms** link.



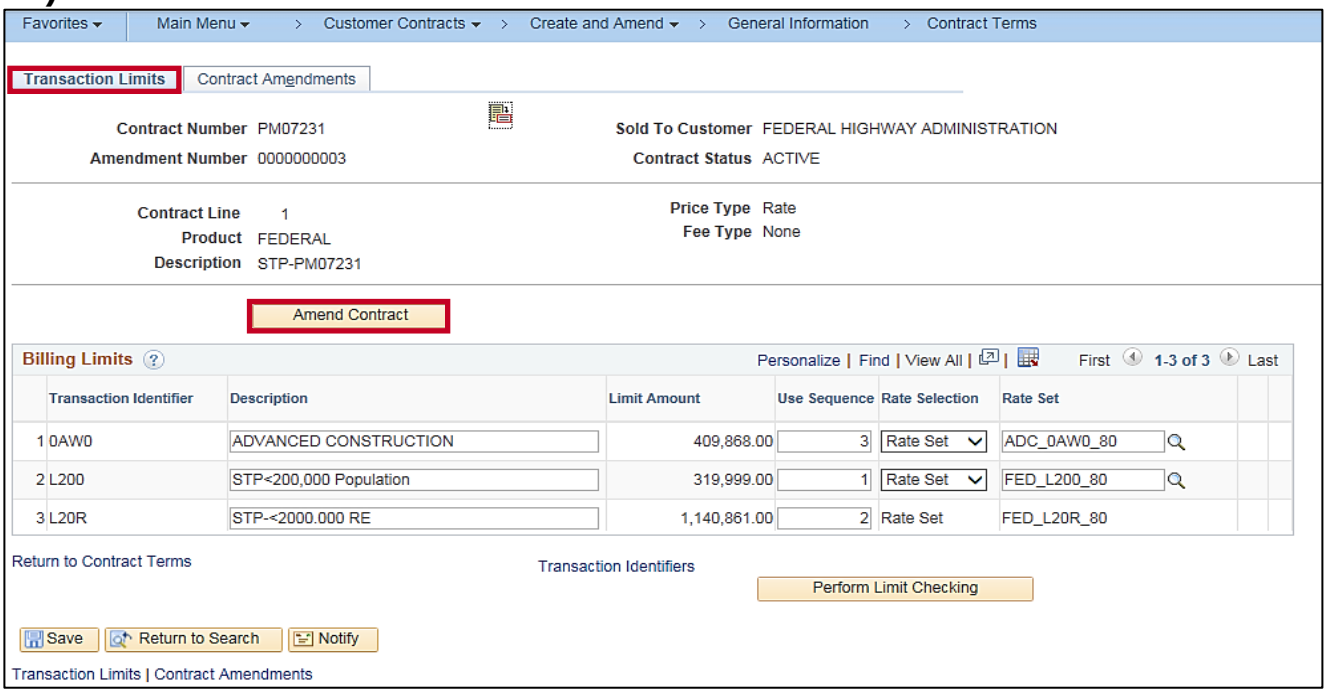
24. Click the **Correct History** button at the bottom of the page.
25. Click the **Ok** button when the message box appears.
26. In the **Associated Rates** area remove the **Rate Set** and click the **Save** button.

    Note: Remember to place the contract on **Hold**.

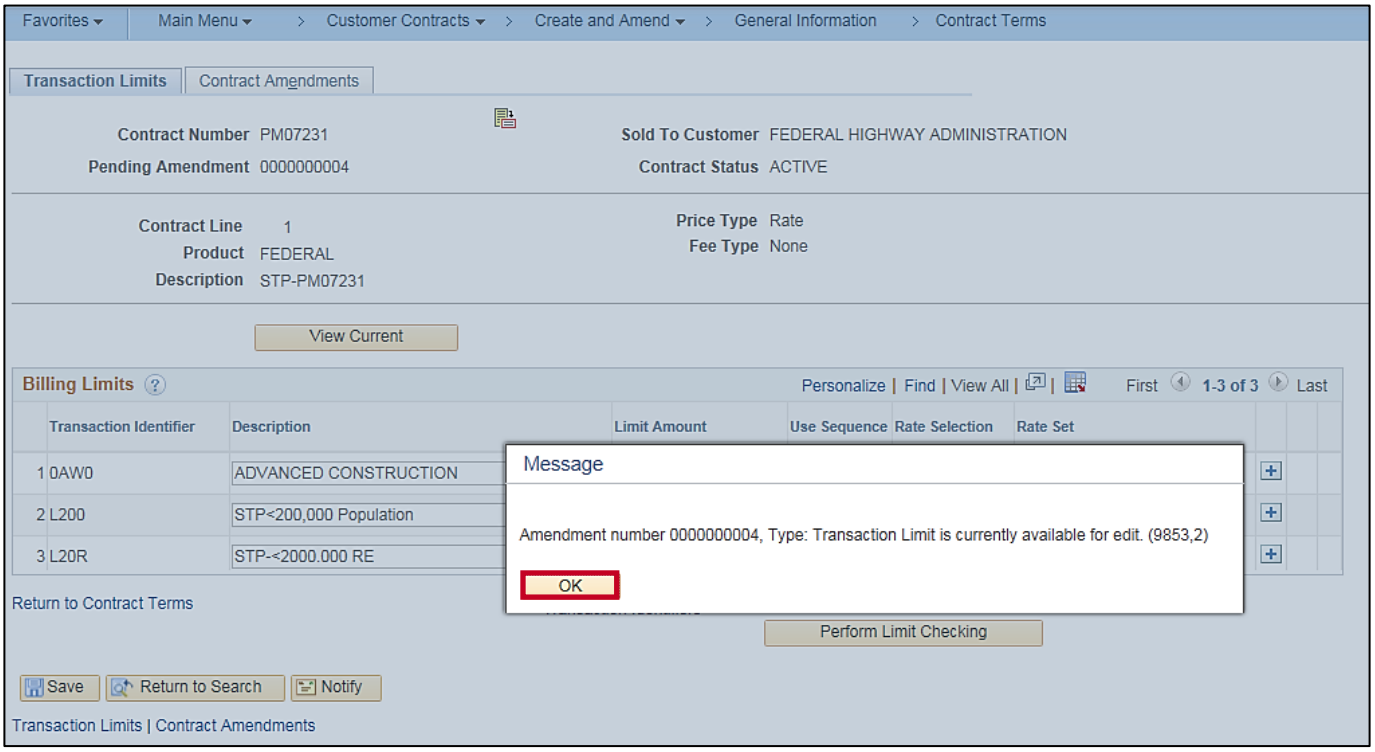


27. The next day, return to the **Review Limits** page.
28. Verify that by removing the rate set the processed amount on the ADC rate set (see step 22) was released.
29. The ADC **Transaction Identifier** will be available for reducing.
30. Click the **Return to Contract Terms** link and the **Transaction Limits** link.

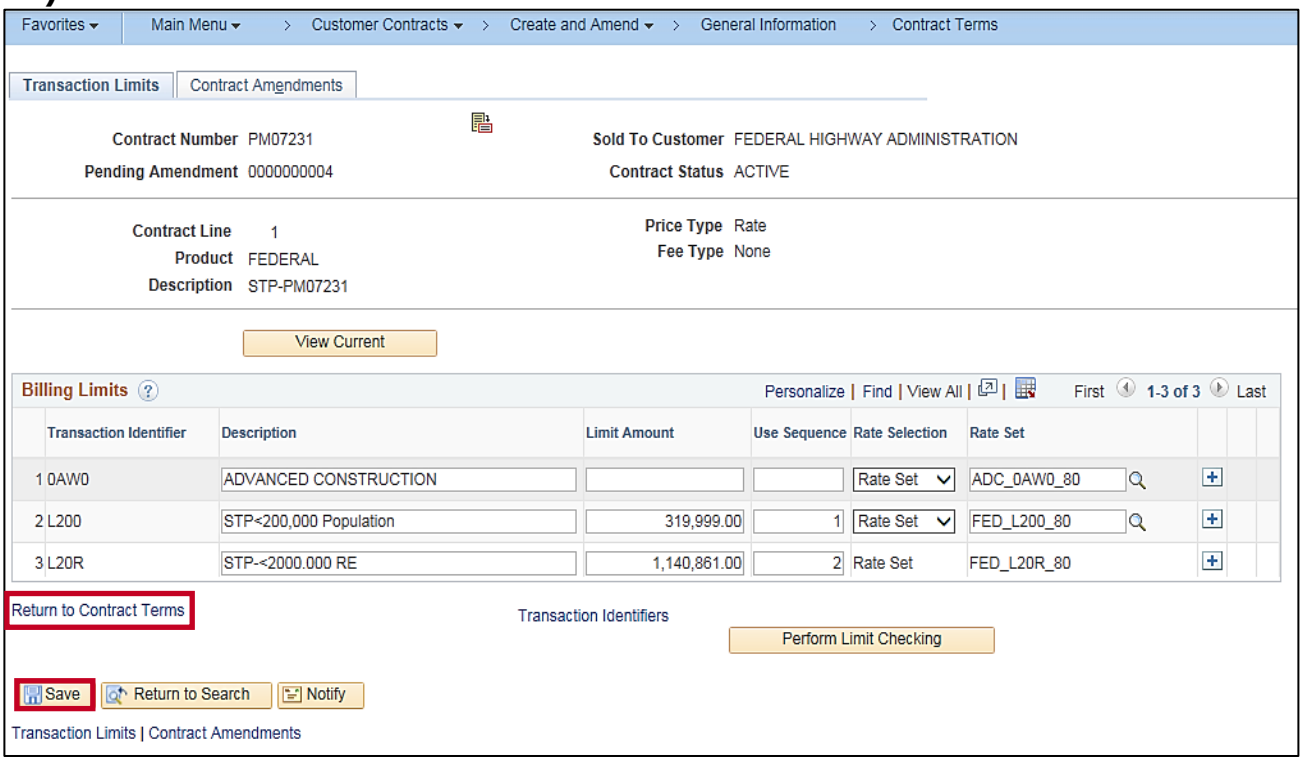
    Note: If the processed amount does not reduce to zero, there is a split AC row that must be cleared by entering a ticket to the helpdesk. Before entering the ticket, a non-AC rate set should be entered on the **Contract Terms** page.



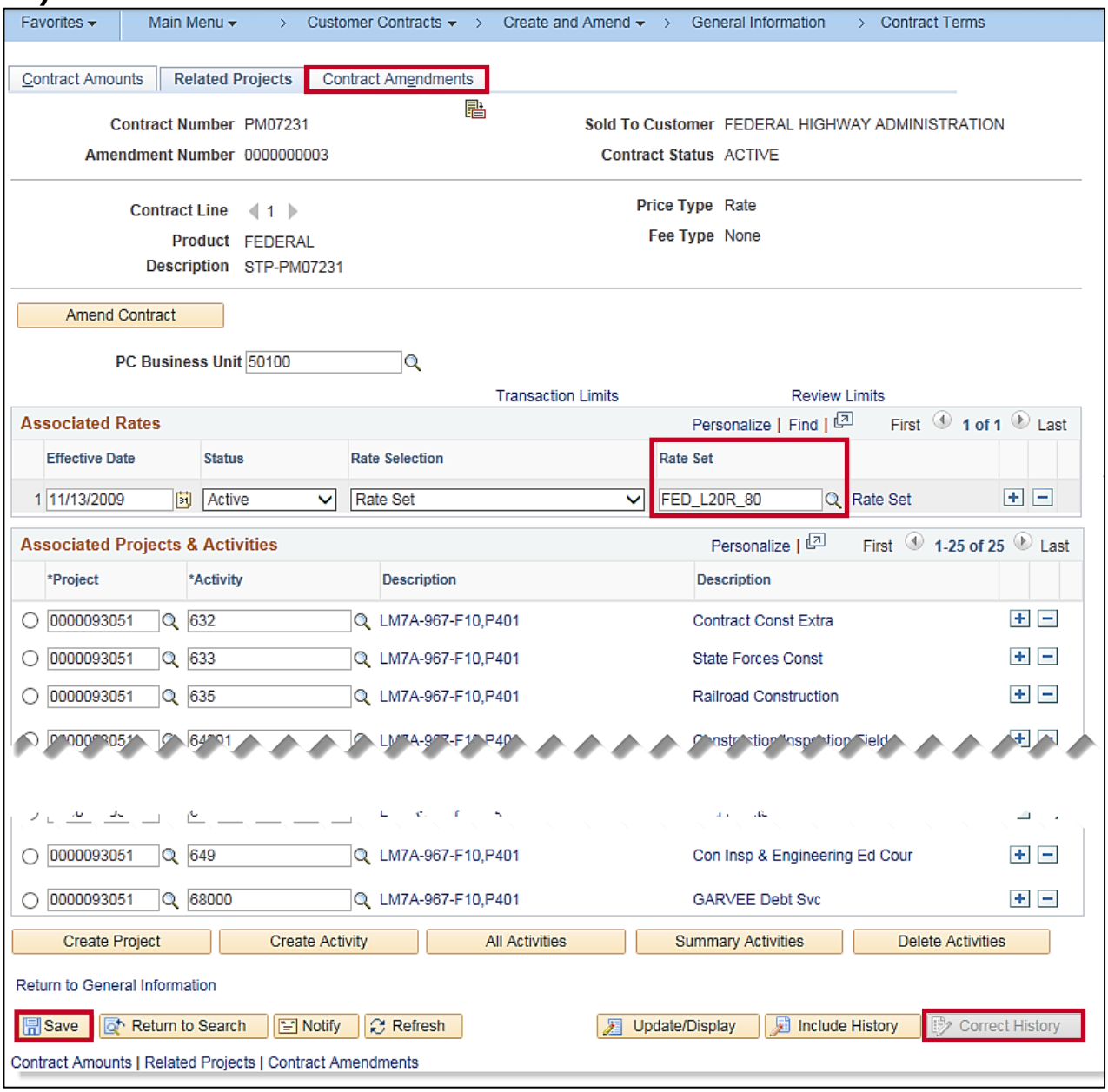
31. On the **Transaction Limits** tab, click the **Amend Contract** button.



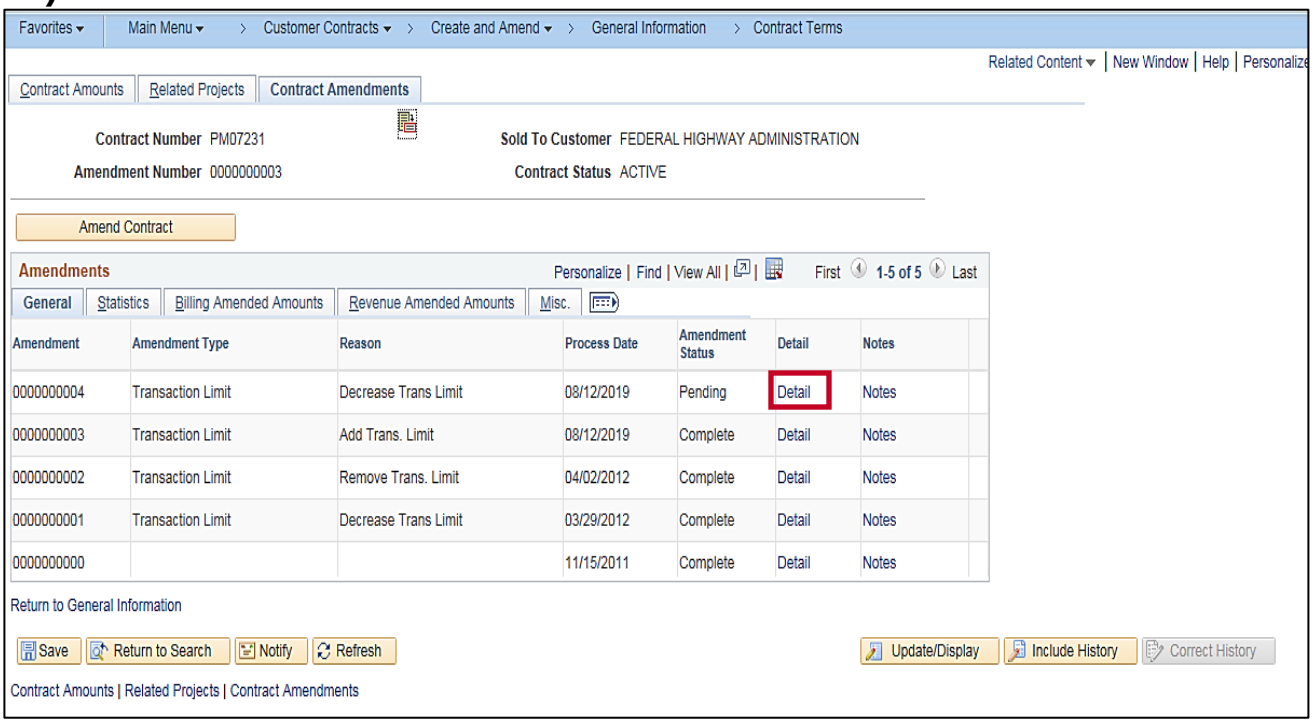
32. A message displays. Click the **OK** button.



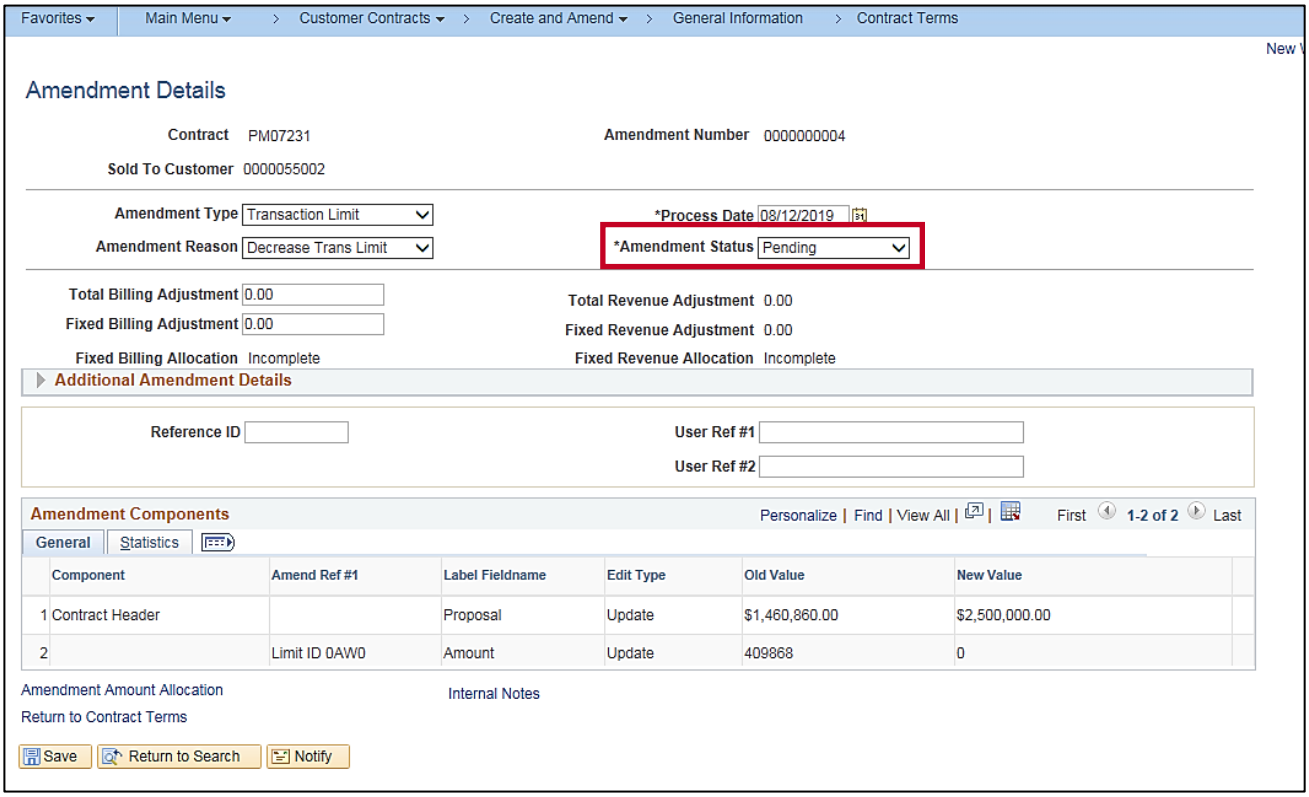
33. Remove the **Limit Amount** and the **Use Sequence** for the Advanced **Transaction Identifier** (**0AW0**).
34. Click the **Save** button if the limit amount is being set to **0**.
    – If it is not being lowered to zero, then lower to the given amount and leave the **Use Sequence** number on the transaction identifier.
35. Click the **Return to Contract Terms** link.



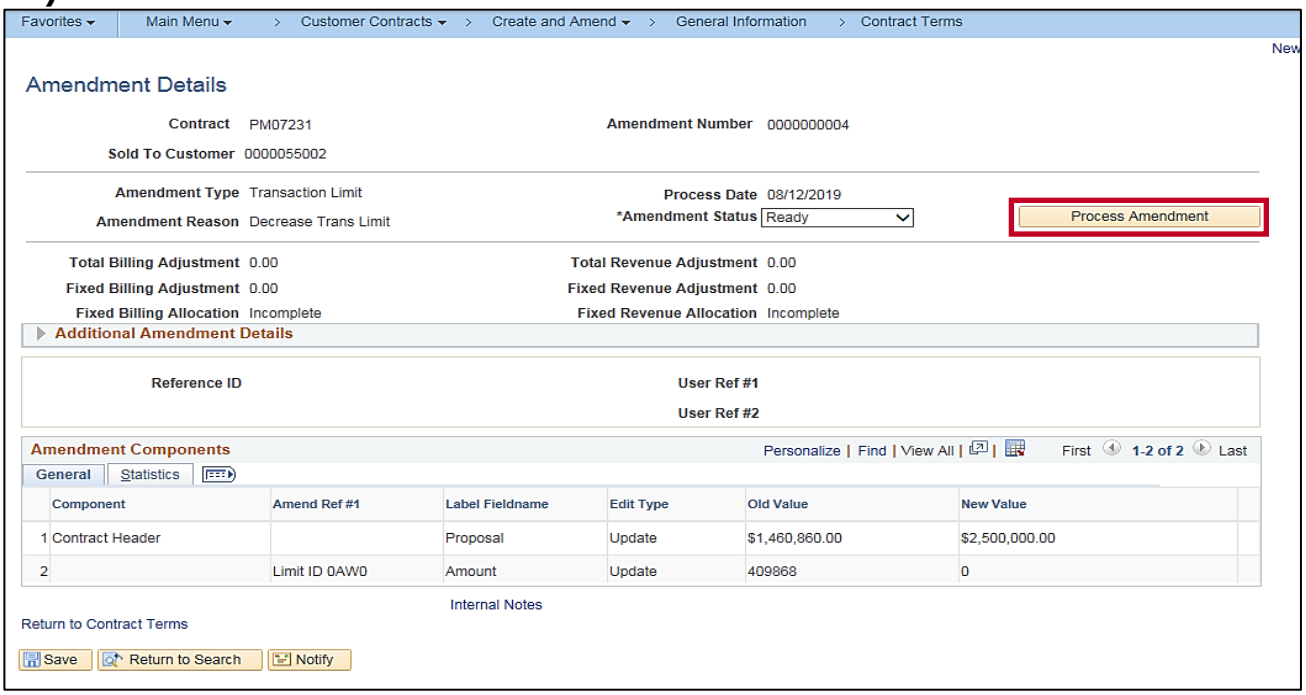
36. If the limit amount was lowered to zero on the **Transaction Limits** tab, click the **Correct History** button.
37. Update the **Rate Set** on the **Associated Rates** section to the rate set of the previous sequence.
    – If the limit is not being lowered to zero, the advance construction rate set should be replaced on the **Contract Terms** page.
38. Click the **Save** button.
39. Click the **Contract Amendments** tab at the top of the page.



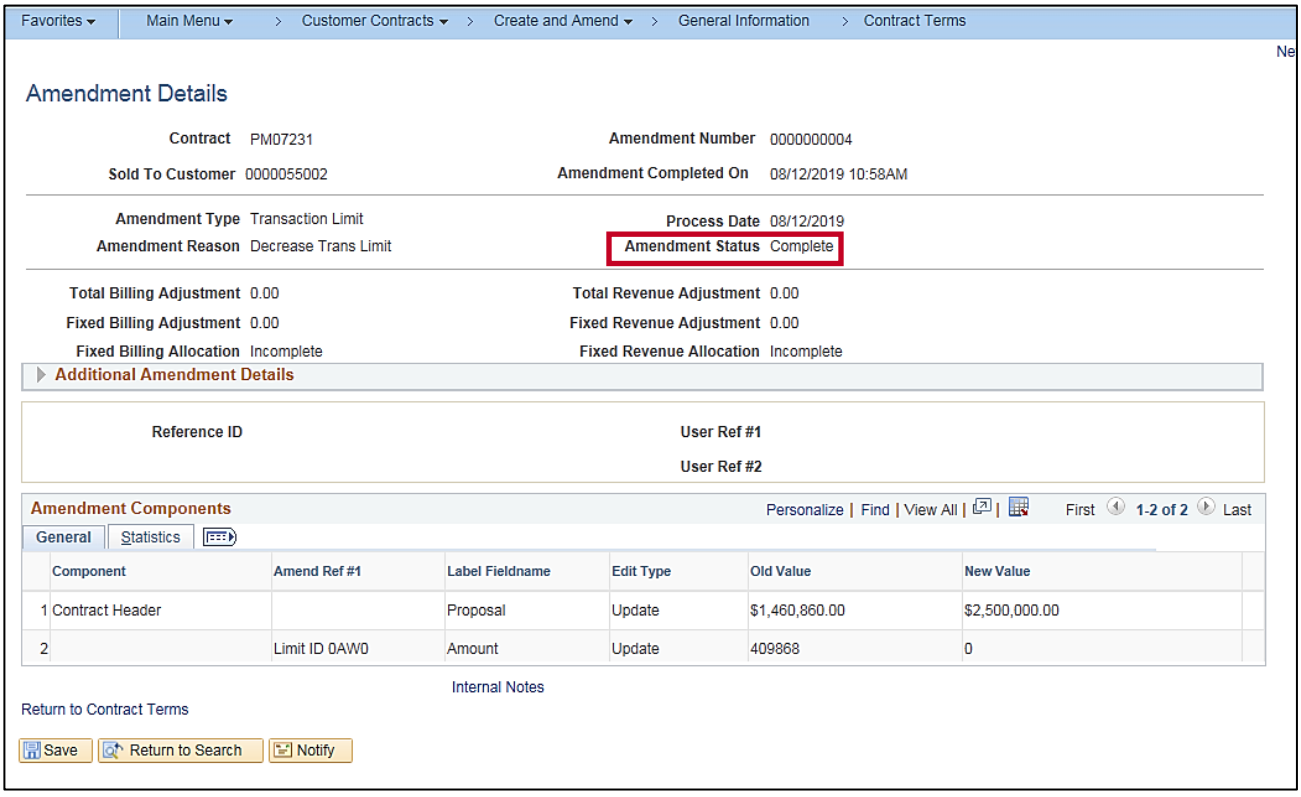
40. Click the **Detail** link for the Amendment that was added.



41. in the **Amendment Status** field, click the drop-down menu to change the **Amend Status** to **Ready**.



42. The **Process Amendment** button displays. Click the **Process Amendment** button.



43. The **Amend Status** changes to **Complete**.

Note: Remember to take the contract off **Hold**.