



QUICK REFERENCE GUIDE:

5.18 - Update ICAP % in Construction

Background:

When the ICAP% needs to be updated in order to re-run the Final Proposal Agreement Estimate report for FHWA after the Proposal has been awarded, the ICAP% can be updated on the Contract Project.

Roles:

Funding User, Letting User

Navigation:

Enter an Updated ICAP%

Contract Administration Overview

1. From the Contract Administration Overview use the **Search** field to search for the contract by entering at least three characters of the Contract ID or the Contract Name in the search box and click on the **Contract ID** link.
2. Select the **Projects** quicklink at the top of the page.
3. Click on the **Project** link for the Project ID you are updating.
4. Enter the **ICAP %** amount.
5. Click **Save**.

Running the Final Proposal Agreement Estimate Report

1. Select the **Global Actions Menu** and click **Generate Report**
2. Search for and select the Final Proposal Agreement Estimate New report
3. Search for and select the **Proposal ID** for which the report should be run
4. Click the small **Next** arrow pointing to the right OR toggle the Settings to **Set Parameters**
5. Check the box under **Use ICAP Override from Contract Project**
6. Press **Execute**

Next Steps:

N/A