

HiCAMS User Guide

Chapter 13: Project Closeout

Section 2: Review FHWA 1446B

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Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

Date	Version	Description	Author
November 2012	1.0	Initial Version	Marie Novello

About the FHWA 1446B Form

Federally funded contracts are required to be accepted by the Federal Highway Administration (FHWA) to enable the Department to be reimbursed for project expenditures.

For most projects the FHWA has delegated the Department the authority to complete the FHWA Final Acceptance Report (Form 1446B) for submission.

For projects designated as full oversight, (step by step) FHWA retains approval of this process.

Therefore, upon final payment of a delegated federally funded contract, a completed Form 1446B and 1446B Checklist, which includes project description information and pertinent dates, should be submitted to the FHWA.

For additional information about the FHWA 1446B Form, please reference the Construction Manual or contact the Construction Unit.

Entering FHWA 1446B Form data

The FHWA 1446B Form in HiCAMS has two sets of questions. One set is completed by a Materials and Test Unit representative and the other set is completed by either a Construction Unit or Division representative.

Once the two sets of questions have been completed, the form's Procedures and Controls checkbox becomes available to authorized users.

To work with the FHWA Form 1446B, go to **Functions > Project Closeout > Review FHWA 1446B**.

Step 1: Enter the Contract Number for which you wish to enter form data. The information that corresponds to the contract appears in the header and on the Contract Info. tab of the window.

***Note:** For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.*

Step 2: If you are an Materials and Test user with the appropriate security and the Material Certification for the subject contract is complete, click in the Yes radio button.

Step 3: Enter a comment if desired.

Step 4: Save. If the Contract Administration portion of the window has not been completed, a notification will be sent to either the Construction Unit or the Division depending on the contract's Administrative Authority. If the Contract Admin portion of the window is complete, the Procedures and Control checkbox will become available to users with the appropriate security.

Step 5: If you are a Construction Unit or Division user with the appropriate security and the review of the Contract Admin items for the subject contract are complete, click in the Yes or N/A radio button for each item

Step 6: Enter a comment if desired.

Step 7: Save. If the M&T portion of the window has not been completed, a notification will be sent to the designated M&T representative. If the M&T portion of the window is complete, the Procedures and Control checkbox will become available to users with the appropriate security.

An example of the Project Closeout Tab for a contract that has both the M&T and Contract Admin portions of the window is displayed on the next page. The window shows the fields open to a contract administration user who also has the authority to check the Procedures & Controls checkbox.

HiCAMS - [hicamsval]

File Edit Functions Inquiries References Admin Tools Window Help

Review FHWA Form 1446B (C202544)

Contract: C202544 Contractor: APAC - ATLANTIC, INC. THOMPSON ARTHUR DI Status: Accepted

Description (nickname): Randleman Roundabouts

Project Closeout Contract Info. Form 1446B Report Checklist Report History

M&T

Material Certification Complete: Yes No N/A

Comment:

Contract Admin

Final Estimate Complete: Yes No N/A

Final Claim Letter Received: Yes No N/A

Supplemental Agreements: Yes No N/A

Claims: Yes No N/A

DBE Contract Commitments Achieved: Yes No N/A

Comment:

Procedures & Control

Procedures and controls were sufficient to assure that this project was completed in reasonable close conformance with the approved plans and specifications including authorized changes and extra work.

Completed on:

Ready

Step 8: The final data entry step is to check the Procedures & Control checkbox.

Note: Once the Procedures & Control checkbox is checked, and the form is Saved, the M&T and Contract Admin questions become protected.

Appendix: Window Definitions - FHWA Form 1446B

To work with the FHWA Form 1446B, go to **Functions > Project Closeout > Review FHWA 1446B**.

Below is an example of the Project Closeout Tab for a contract that has both the M&T and Contract Admin portions of the window completed. The window shows the fields open to a contract administration user who also has the authority to check the Procedures & Controls checkbox.:

The screenshot shows a web browser window titled "HICAMS - [hicamsval]". The main content area is titled "Review FHWA Form 1446B (C202544)". At the top, it displays "Contract: C202544", "Contractor: APAC - ATLANTIC, INC. THOMPSON ARTHUR DI", and "Status: Accepted". Below this, the "Description (nickname): Randleman Roundabouts" is shown. The interface has several tabs: "Project Closeout" (selected), "Contract Info.", "Form 1446B Report", "Checklist Report", and "History".

The "Project Closeout" tab is divided into three sections:

- M&T:** "Material Certification Complete:" with radio buttons for Yes (selected), No, and N/A. Below it is a "Comment:" field.
- Contract Admin:** "Final Estimate Complete:" (Yes selected), "Final Claim Letter Received:" (Yes selected), "Supplemental Agreements:" (N/A selected), "Claims:" (N/A selected), and "DBE Contract Commitments Achieved:" (Yes selected). Below these is a "Comment:" field.
- Procedures & Control:** A text box containing the text: "Procedures and controls were sufficient to assure that this project was completed in reasonable close conformance with the approved plans and specifications including authorized changes and extra work." To the right of this text box is a checkbox that is currently unchecked, and the label "Completed on:".

Field Definitions for the Project Closeout Tab

Contract: A unique number assigned by Contract Standards Unit for contracts with a C prefix, or by the Division for contracts with a D prefix.

Contractor: The Vendor who was awarded and subsequently executed the Contract.

Status: The contract's status.

Description (Nickname): The shorthand name for the contract assigned by the Contract Administrator's office during activation.

M&T Portion of tab: Possible answer is Yes, No, and N/A.
Material Certification Complete

Contract Admin portion of tab: Possible answers for all questions are Yes, No, and N/A.

Final Estimate Complete
Final Claim Letter Received
Supplemental Agreements
Claims
DBE Contract Commitments Achieved

Procedures & Control portion of tab: Contains the checkbox which populates the statement "Procedures and controls were sufficient to assure that this project was completed reasonable close conformance with the approved plans and specifications including authorized changes and extra work." on the printed report

Contract Info Tab

Information on this tab is read only and displays the information from Contract Details for the subject contract.

Form 1446B Report Tab

This tab functions as the Print Preview for the Form 1446B Form.

Checklist Report Tab

This tab functions as the Print Preview for the Checklist Report.

History Tab

This tab displays who entered the data for each of the three portions on the Project Closeout Tab.