



**COURSE NUMBER**

FHWA-NHI-134077

**COURSE TITLE**

**Contract Administration Core Curriculum**

More than 10,000 Federal-aid construction contracts are authorized by FHWA each year. Those contracts are subsequently administered by State departments of transportation and local public agencies that may not be familiar with FHWA's complex requirements for construction contracts. Recent FHWA program reviews of projects administered by local public agencies indicated that contract administration is a continuing high-risk area that needs additional focus.

Therefore, a newly revised, 2-day instructor-led training course was developed in concert with updates and revisions to the Contract Administration Core Curriculum (CACC) Manual (revised October 2014). The training was developed to explain basic Federal-aid requirements; promote awareness of FHWA policy; facilitate familiarity with the newly reorganized, revised, and expanded CACC manual; and allow supervised practice activities using the manual to find information. By engaging in a variety of in-class exercises and case studies, participants become quite familiar with the CACC Manual and learn how to best use it as a daily resource.

A basic understanding of the background and structure of the Federal-aid Highway Program (FAHP) is required for participants attending this course. Participants who are new to administering Federal-aid contracts should take NHI introductory course (NHI 310110 Federal-aid 101) to the Federal-aid Highway Program prior to attending CACC course. Anyone needing a refresher on the FAHP is encouraged to take the course as well.

Prior to attending class, all participants are expected to watch the Federal-aid Essentials video Stewardship and Oversight. This video is approximately 8.5-minutes long and can be accessed at [www.fhwa.dot.gov/federal-aidessentials/](http://www.fhwa.dot.gov/federal-aidessentials/).

**OUTCOMES**

Upon completion of the course, participants will be able to:

- Use the Contract Administration Core Curriculum Manual (CACC) and other FHWA resources in order to answer questions regarding program-level and project-level requirements on Federal Aid (FA) projects
- Describe the impact program-level contract requirements have on individual FA projects
- Identify the contract requirements associated with administering FA projects for Federal and State entities at the pre-award, advertising and award, and post-award and constructions stages

**TARGET AUDIENCE**

This course is designed for Federal Highway Administration (FHWA) Division Office personnel who must read, interpret, and apply Federal regulations and guidance that affects administration of Federal-aid contracts, as well as any State and local government agency personnel who must interpret and apply Federal regulations and guidance that affects administration of Federal-aid contracts.

**TRAINING LEVEL:** Basic

**FEE:** 2020: \$125 Per Person; 2021: \$125 Per Person

**LENGTH:** 2 DAYS (CEU: 1.3 UNITS)

**CLASS SIZE:** MINIMUM: 20; MAXIMUM: 30

**NHI Customer Service:** (877) 558-6873 • [nhicustomerservice@dot.gov](mailto:nhicustomerservice@dot.gov)