

ADDING A PROJECT TO AN EXISTING CONTRACT

For special circumstances, such as hurricane recovery, it is necessary to add a project to an existing contract in order to track such expenditures.

Go to [Main Panel](#) > [Contract Administration](#) > [Contract Records](#) > [Projects](#)

Click [Open](#), then select [Contract](#) and any Project on that contract.

Click on the [New](#) icon,

On the blank screen, Enter new [Project Nbr](#),

For [Federal project number](#), use the same number as original contract,

Enter the project [Description](#),

Enter project [Location](#).

Then, [Save](#). All other fields are optional.

Go back to the [Contract Records](#) panel and click on [Categories](#),

Enter a [Category Number](#), [Federal project number](#), and a [Description](#),

Enter a [Federal Wrk Cls Type](#) that best matches the work being added.

Then, [Save](#). All other fields are optional.

Go back to the [Contract Records](#) panel and click on [Funding](#),

Click the [New](#) icon,

Select the new project from the drop-down list,

Select the [Funding Source Code](#): PART,

Enter [Source Participation percent](#) of 100,

Enter [Priority Order](#) of 1,

Then, [Save](#).

When the project is added you may proceed to add item(s) to it by Change Order.