

---

# Chapter 4 – Project Funding

---

## Contents

---

4.1 Fund Package Overview ..... 2

4.2 Fund Package Summary..... 5

4.3 Funding: Assign to Items ..... 11

4.4 Project Validation..... 14

4.5 Project and Funding Reports ..... 16

---

## 4.1 Fund Package Overview

---

Funding is assigned at the project level. The Funding User role has the ability to add or modify project funding information. Depending on the project process in your region, different people/sections will be responsible for setting up funding. The Letting User role can modify funding information for addenda items.

A fund package is a container for one fund or a mix of funds. It is the fund packages to which items are assigned. You can create a fund package by selecting a pre-defined, or reference, fund package. Once a reference fund package has been added to a project, you can make changes as needed. If none of the reference fund packages fits the needs of the project, you create a fund package from scratch.

Reference Fund Packages include:

- FHWA Improvement Types
- FAA Grant
- GF (State Funded)
- GO Bond
- and others

To add reference fund packages:

1. Log into AWP and make sure the **Funding User** role is selected.
2. (A) In the Project Overview component on the dashboard, search for your project (*Figure 4.1*).  
NOTE: A minimum of a three (3) character string is required for the system to search. You can search by Project ID (State/IRIS number) or the Project Name.
3. (B) Click the **Project ID** link to open the project.

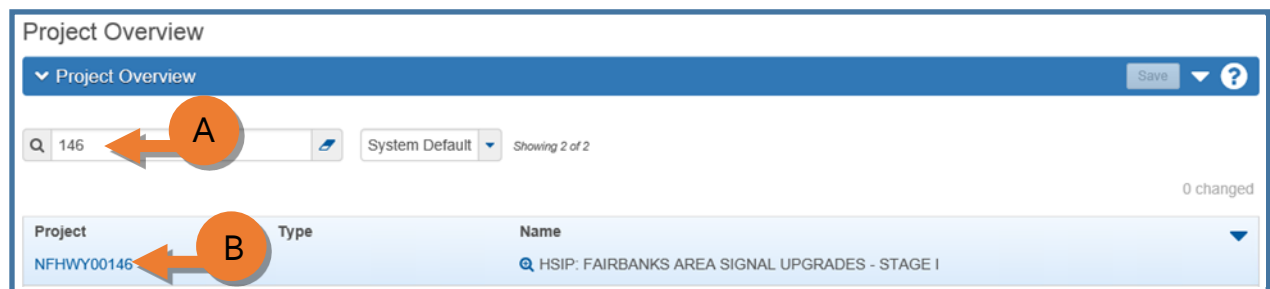


Figure 4.1

4. In the Project Summary component, click the **Fund Package Overview** quick link (*Figure 4.2*).



Figure 4.2

5. Click the **<Select Fund Packages>** button (Figure 4.3).

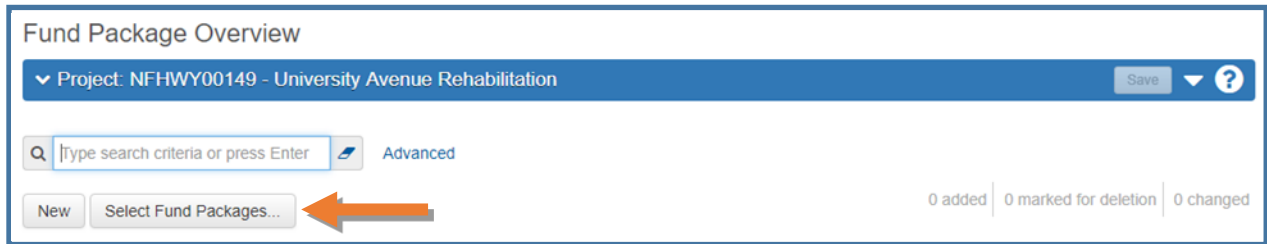
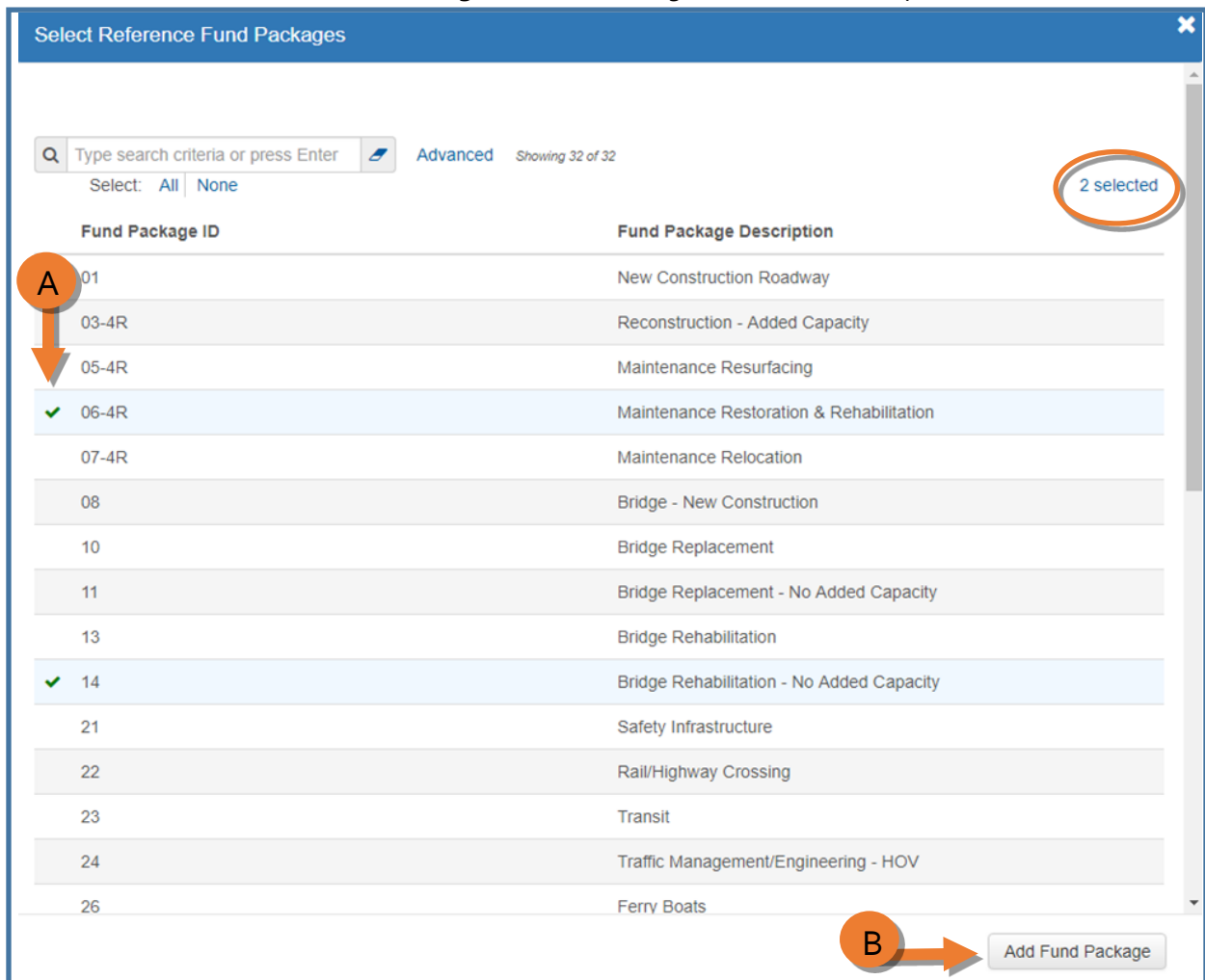


Figure 4.3

The Select Reference Fund Packages window will appear (Figure 4.4).

6. In the auto-complete search field, type in a minimum of 3 characters of the Fund Package or Description, or click **<Show First 10>** to expand the list of reference fund packages.
7. (A) Select one or more fund packages from the list. A green checkmark will identify the fund packages selected. These fund packages can be edited.
8. (B) Click the **<Add Fund Package>** button. Changes are automatically saved.



Fund Package ID	Fund Package Description
01	New Construction Roadway
03-4R	Reconstruction - Added Capacity
05-4R	Maintenance Resurfacing
✓ 06-4R	Maintenance Restoration & Rehabilitation
07-4R	Maintenance Relocation
08	Bridge - New Construction
10	Bridge Replacement
11	Bridge Replacement - No Added Capacity
13	Bridge Rehabilitation
✓ 14	Bridge Rehabilitation - No Added Capacity
21	Safety Infrastructure
22	Rail/Highway Crossing
23	Transit
24	Traffic Management/Engineering - HOV
26	Ferry Boats

Figure 4.4

You are returned to the Fund Package Overview component (*Figure 4.5*).

9. (A) From the **% Par** dropdown, select your % Participating ratio if it is a federally funded project.
10. (B) Click **<Save>**.

**Fund Package Overview**

▼ Project: NFWY00149 - University Avenue Rehabilitation

Search: Type search criteria or press Enter [Advanced] Showing 3 of 3

New Select Fund Packages...

Fund Package	Description	% Par	Funds	Row Action Menu To Delete
06-4R	Maintenance Restoration & Rehabilitation		0	
17	Construction Engineering		0	
42	Training		0	

0 added | 0 marked for deletion | 0 changed

01 - FHWA 90.97%  
02 - FHWA 93.4%  
03 - FHWA 80% Research  
04 - FHWA 90% Safety  
05 - FHWA 100% Safety  
06 - FAA 93.75%  
07 - FAA 95%  
08 - FAA 100%

*Figure 4.5*

To add a blank fund package (*Figure 4.6*):

1. From the Project Overview component on the dashboard, search for and select your project. You will be taken to the Project Summary component.
2. Select the **Fund Package Overview** quick link (see *Figure 4.2*).
3. (A) Click the **<New>** button.
4. (B) Type the name of your fund package in the Fund Package field
5. (C) Type the description of your fund package in the **Description** field.
6. (D) From the **% Par** dropdown, select your % Participating ratio if it is a federally funded project.
7. (E) Click **<Save>**.

**Fund Package Overview**

▼ Project: NFWY00477 - Danby Rd and Wembley Ave Roundabout

Search: Type search criteria or press Enter [Advanced] Showing 1 of 1


New Select Fund Packages...

Fund Package	Description	% Par	Funds	Row Action Menu To Delete
Special Funding	Special Funding Description	01 - FHWA 90.97%	0	

0 added | 0 marked for deletion | 0 changed

*Figure 4.6*

To delete a fund package:

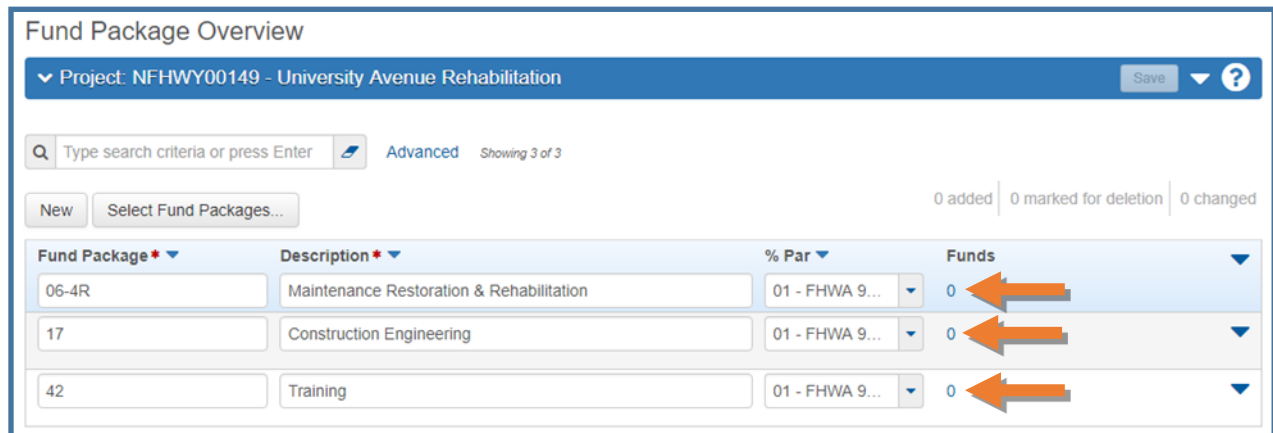
1. Expand the fund package **row actions menu** on the right side and select **Delete** (see *Figure 4.5* and *Figure 4.6*) The fund package is marked for deletion and users may “undo”  the action until the user clicks **<Save>**.

## 4.2 Fund Package Summary

The Fund Package Summary component contains all the funding information currently recorded for the project, including its fund packages and associated funds. On this component, Funding Users can add funds to the fund packages or modify or delete funds.

To access the Fund Package Summary:

1. Navigate to the Fund Package Overview component.
2. To access the Fund Package Summary you want to populate, click the **blue numeric field link** (zero in the image below) which references the number of funds associated to the fund package (*Figure 4.7*). This will reveal the funding source details for the Fund Package. Funding Users can add new funding sources or change existing funding sources.



Fund Package	Description	% Par	Funds
06-4R	Maintenance Restoration & Rehabilitation	01 - FHWA 9...	0
17	Construction Engineering	01 - FHWA 9...	0
42	Training	01 - FHWA 9...	0

Figure 4.7

To add a new Fund Source to the Fund Package:

1. Click the **<Select Funds>** button (*Figure 4.8*).

**Fund Package Summary**

▼ Project: NFHWY00149 - University Avenue Rehabilitation Save ?

Fund Packages 06-4R - Maintenance Restoration & Rehabilitation 1 of 3 ← →

Fund Package ID\* 06-4R Fund Package Description\* Maintenance Restoration & Rehabilitation Q

▼ Funds in Package

Select Funds... 0 marked for deletion 0 changed

*Figure 4.8*

The Select Funds window will appear (*Figure 4.9*).

2. Click **<Show First 10>** to expand the list of funding sources.
3. (A) Select one or more funding sources for your fund package. A green checkmark will appear next to selected funds.
4. (B) Click the **<Add to Fund Package>** button.

NOTE: If you don't see the Fund you need to add to your Fund Package, contact a Module Administrator to add it to the list.

**Select Funds**

Q Type search criteria or press Enter Advanced Showing 10 of 39

Select: All None 1 selected

Fund	Description	Type	Pct
01	New Construction Roadway	Federal	100.0000
04R	Reconstruction - Added Capacity	Federal	100.0000
04-4R	Reconstruction - No Added Capac	Federal	100.0000
05-4R	Maintenance Resurfacing	Federal	100.0000
✓ 06-4R	Maintenance Restoration & Rehat	Federal	100.0000
07-4R	Maintenance Relocation	Federal	100.0000
08	Bridge New Construction	Federal	100.0000
1	New Construction Roadway	Federal	100.0000
10	Bridge Replacement	Federal	100.0000
11	Bridge Replacement - No Added C	Federal	100.0000

Load next 29 Showing 10 of 39

Add to Fund Package

*Figure 4.9*

## NOTES:

- The information you will set up in the fund area according to the following instructions is for construction contractor payments. Make sure to use the correct Phase Code and Activity Code.
- There are examples of different funding set-ups later in this section.

Once the Fund(s) is added to the Fund Package, you can populate it (*Figure 4.10* next page).

5. (A) **Priority** field:
  - a. If there is only one fund, enter a one (1).
  - b. If there are two or more funds that are a percentage split, both will have a priority of one (1).
  - c. If there are two or more funds because of a limit or cap on the amount available, the first fund to be used will get the one (1) priority. The next fund to be used will be two (2) and so on.
6. (B) **Percentage** field:
  - a. If there is only one fund, enter 100.
  - b. If there are two or more funds because of a limit or cap on the amount available, all funds will have a percentage of 100.
  - c. If there are two or more funds that need to be split by percentage, enter the appropriate percentage to be allocated to each of the funds.  
NOTE: The percentage for each priority level must equal 100. If there are multiple priority levels, each will have 100 percent assigned. If there are multiple funds with the same priority level (1), the percentages must total 100.
7. (C) **Limit** field:
  - a. If there are two or more funds because of a limit or cap on the amount available, put enter the limit amount. Otherwise, leave blank.  
NOTE: If there is a limit on a fund, then there must be a lower priority fund without a limit.
8. (D) **Phase Code** field:
  - a. Enter in the appropriate Phase Code for the fund, may vary.
9. (E) **Activity Code** field:
  - a. Enter in the appropriate Activity Code for the fund followed by a P for Participating projects or an N for Non-Par projects. For example, 153P.
10. (F) **FAA Grant** field\*
  - a. For FAA projects, enter the grant number in this field.
  - b. NOTE: This field can also be used for Reimbursable Agreement numbers or other important funding information that does not apply to other fields.
11. (G) Click **<Save>**.
12. (H) If there are more Fund Packages to which Funds need to be added, toggle to the next Fund Package by clicking on the arrow on the right side of the component header bar.
13. Repeat steps 3 - 11 until all Fund Packages have Funds added and populated.

**Fund Package Summary**

Project: NFWY00149 - University Avenue Rehabilitation

Fund Packages: 06-4R - Maintenance Restoration & Rehabilitation

Fund Package ID: 06-4R

Fund Package Description: Maintenance Restoration & Rehabilitation

Funds in Package

Fund	Description	Priority	Percentage	Limit	Phase Code	Activity Code	FAA Grant Number
06-4R	Maintenance Restoration & Rehabilitation	1	100.0000		T04006	153P	

0 marked for deletion | 0 changed

Row Action Menu To Delete

Callouts: A (Fund), B (Description), C (Priority), D (Percentage), E (Limit), F (Phase Code), G (Save), H (Fund Packages dropdown)

Figure 4.10

### Examples of different funding:

For Items split by a percentage between two funding sources (Figure 4.11). (If items are to be split by quantity between two funding sources, the designer should create two separate items.)

1. Create a split fund package (see Fund Package ID and Fund Package Description fields).
2. Add both funds.
3. In both **Priority** fields, give each fund a priority of one (1).
4. In the **Percentage** fields, assign the percentages as appropriate.
5. Enter in the **Phase Codes** and **Activity Codes**
6. Click <Save>.

**Fund Package Summary**

Project: NFWY00149 - University Avenue Rehabilitation

Fund Packages: 21/28 - Split: 21(40%) / 28(60%)

Fund Package ID: 21/28

Fund Package Description: Split: 21(40%) / 28(60%)

Funds in Package

Fund	Description	Priority	Percentage	Limit	Phase Code	Activity Code	FAA Grant Number
21	Safety Infrastructure	1	40.0000		T04021	153P	
28	Facilities for Pedestrians and Bicycles	1	60.0000		T04028	153P	

0 marked for deletion | 0 changed

Callouts: Point to Fund Package ID, Fund Package Description, and the two rows in the Funds in Package table.

Figure 4.11



For items with two funding sources, one of which will be used first and has a limited amount of funds (Figure 4.12).

1. Create a fund package that includes both (see Fund Package ID and Fund Package Description fields).
2. Add both funds.
3. For the Fund to be used first:
  - a. In the **Priority** field, assign it a priority of one (1).
  - b. In the **Percentage** field, assign 100%.
  - c. In the **Limit** field, enter the amount to be assigned to that funding source.
  - d. Enter in the **Phase Code** and **Activity Code**.
4. For the Fund to be used second:
  - a. In the **Priority** field, assign it a priority of two (2).
  - b. In the **Percentage** field, assign 100%.
  - c. Leave the **Limit** field blank.
  - d. Enter in the **Phase Code** and **Activity Code**.
5. Click <Save>.

**Fund Package Summary**

Project: NFHWY00149 - University Avenue Rehabilitation

Fund Packages: City of Fbx/SOA - City of Fairbanks / State of Alaska

4 of 4

**Fund Package ID \***  
City of Fbx/SOA

**Fund Package Description \***  
City of Fairbanks / State of Alaska

**Funds in Package**

Select Funds... 0 marked for deletion 0 changed

Fund	Description	Priority	Percentage	Limit	Phase Code	Activity Code	FAA Grant Number
City of Fairbanks	City of Fairbanks	1	100.0000	500,000.00	TC4000	153N	
State of Alaska	State of Alaska	2	100.0000		TC4000	153N	

Figure 4.12

For projects with more than one federal ratio:

1. Separate items will need to be created to attach to each federal ratio. Use the Combine Like Items function if you want the duplicates to roll up on the bid schedule or not if you want the contractor to bid on the individual items. Make sure it is clear in the Item Supplemental Description which sites/locations that item represents. If Lump Sum items are split, put a quantity that represents the overall percentage that each funding is allotted (i.e. if a project is 30% 90.97 and 70% 93.40, then there would be two of the same LS items with quantities of 0.3 and 0.7 that will roll up to 1.0).

2. Create duplicate fund packages for each federal ratio and assign the correct fund package+ratio to each of the items (*Figure 4.13*).

Fund Package	Description
17 (90.97)	Construction Engineering (90.97)
17 (93.40)	Construction Engineering (93.40)
24 (90.97)	Traffic Management/Engineering - HOV (90.97)
24 (93.40)	Traffic Management/Engineering - HOV (93.40)

*Figure 4.13*

For FAA Projects (*Figure 4.14*):

Enter the FAA Grant number from the Fund Package Description field into the **FAA Grant Number** field. Click **<Save>**.

Fund Package Summary

▼ Project: Z631750000 - Galena Airport Improvements

Fund Packages: FAA Grant - 3-02-0102-006-2016

Fund Package ID: FAA Grant

Fund Package Description: 3-02-0102-006-2016

▼ Funds in Package

Select Funds... 0 marked for deletion | 0 changed

Fund	Description	Priority	Percentage	Limit	Phase Code	Activity Code	FAA Grant Number
FAA Grant	FAA Grant	1	100.0000		T04000	153P	3-02-0102-006-2016

*Figure 4.14*

### 4.3 Funding: Assign to Items

Each item in a project must have one (and only one) fund package assigned to it. You can assign packages to items individually or to save time, you can assign a fund package to all the items in a category or to all the items in the project at once, then go back and modify any individual items that have a different funding assignment.

The **Project Funding Assignment** component allows Funding Users to assign project items to Fund Packages in the project.

To assign items to fund packages:

1. From either the Fund Package Overview component or the Fund Package Summary component, click the **Funding: Assign to Items** quick link (*Figure 4.15*).

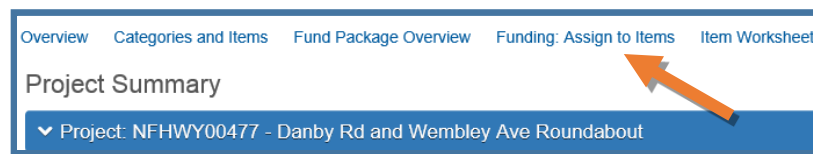


Figure 4.15

2. The Project Funding Assignment component (*Figure 4.16*) contains a list of all the categories in the project (often there will only be one category) on the left. Each category row displays the Category ID and Description, and a number of radio buttons with labels to denote the fund packages to which the items in the category are assigned.

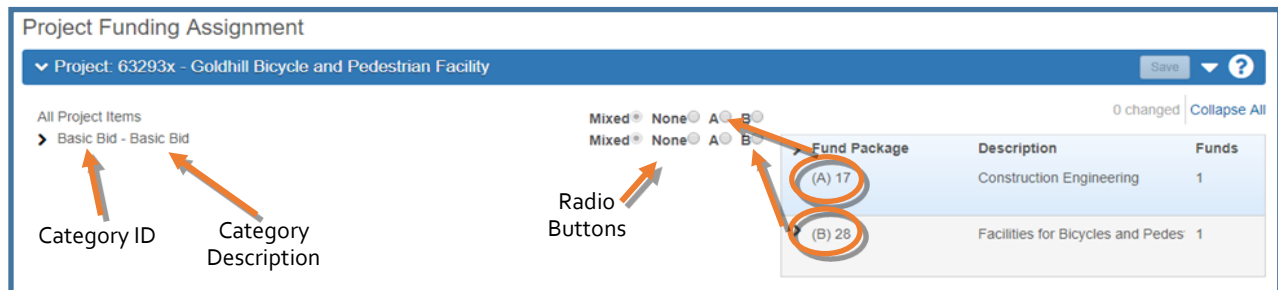


Figure 4.16

3. Each category row can be expanded by clicking the black arrow next to the category ID to list all the items in the category (*Figure 4.17*).

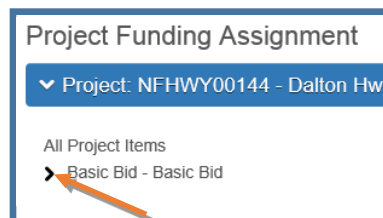


Figure 4.17

Once the categories are expanded to reveal the items, you will assign the items to the correct fund package (Figure 4.18).

4. Each item row contains radio buttons on the right to indicate the fund package to which the item is assigned and current values for the following fields:
  - a. Project Line Number
  - b. Item Number
  - c. Unit of Measure
  - d. Item Description (without Bid Schedule Supp Description or Roll Up Supp Description)  
NOTE: Run the Engineer's Estimate report as a reference for items that have supplemental descriptions (see chapter 3).
5. The right side of the component contains a list of all the fund packages assigned to the project. The information in this list is for reference only and cannot be changed. Click black arrow next to the fund package to expand the row and view the funding sources for the fund package.
6. Each fund package in the list is labeled alphabetically, beginning with the letter A. These labels correspond to the radio button columns in the category/items list on the left. Each *category row* contains a radio button column labeled Mixed, a radio button column labeled None, and a letter radio button column for each fund package in the project. Each *item row* contains a radio button column labeled None and a letter radio button column for each fund package in the project. For example, if a project contains three fund packages, each *item row* would have four radio buttons: None, A, B and C.
7. The system initially selects the None radio button for all categories/items that have not been assigned to a fund package.
8. To assign all the items in a category to the same fund package, select the appropriate Fund Package letter radio button on the *category row*. This will move all the item radio buttons to the same letter, assigning the same fund package to all the items in the category.
9. If there are multiple fund packages, select the radio button for each item that will assign it to the correct letter (column) and corresponding fund package. This will automatically move the category row radio button to Mixed.

NOTES:

- If all but a few of your items belong to the same fund package, to save time, assign the primary fund package to all items and then switch the fund package for the few that are assigned differently.
  - If items are added to the project by a Project User after funding has been assigned by a Funding User, those items will appear with None as the selected radio button. Funding Users can edit item funding assignments as needed.
  - NOTE: If Fund Packages are added or deleted, remember to reassign or double check the item funding assignments.
10. Click **<Save>** when finished assigning items to funding.

Project Funding Assignment

Project: 63293x - Goldhill Bicycle and Pedestrian Facility

Save
?

0 changed

Collapse All

All Project Items

Mixed \*
None
A
B

Mixed \*
None
A
B

Basic Bid - Basic Bid

10 202.0010.0000 EACH Single Mail Box Installation

20 203.0003.0000 CY Unclassified Excavation

30 203.0006.0000 TON Borrow

40 203.0009.0000 SY Obliteration of Roadway

50 401.0001.002B TON HMA, Type II; Class B

60 401.0004.5228 TON Asphalt Binder, Grade PG 52-28

70 603.0001.0018 LF CSP 18 Inch

80 603.0003.0018 EACH End Section for CSP 18 Inch

90 639.0002.0000 EACH Driveway, Residence

100 640.0001.0000 LS Mobilization and Demobilization

110 640.0001.0000 LS Mobilization and Demobilization

120 641.0001.0000 LS Erosion, Sediment and Pollution Control Administration

130 641.0005.0000 CSUM Temporary Erosion, Sediment and Pollution Control by Directive

140 642.0001.0000 LS Construction Surveying

150 642.0004.0000 EACH Set Primary Monument

160 643.0003.0000 LS Permanent Construction Signs

170 643.0025.0000 CSUM Traffic Control

180 644.0001.0000 LS Field Office

190 644.0006.0000 LS Vehicles

Fund Package

(A) 17

Construction Engineering

1

Priority

Fund

Percentage

Type

1

17

100.0000

Federal

(B) 28

Facilities for Bicycles and Pedes

1

Figure 4.18

Chapter 4 - Page 13 of 17

Alaska DOT&PF AWP Preconstruction User Guide

revised 2/20

## 4.4 Project Validation

Projects must be valid before they can be included in a Proposal. Projects have a validation process that generates a list of warnings about the state of the project. There are two validation processes that must be run: the system project validation and the Project Validation report – each validation checks different fields. Validations check for any missing or incomplete information in the project, but do not check if the value in each field is correct as the information may vary based on the type of project.

To validate a project:

1. From the Project Overview component on the dashboard, search for and select your project. You will be taken to the Project Summary component.
2. System validation (*Figure 4.19*):
  - a. (A) Expand the Project Summary component **action menu** on the right side of the header.
  - b. (B) Select **Validate Project**.

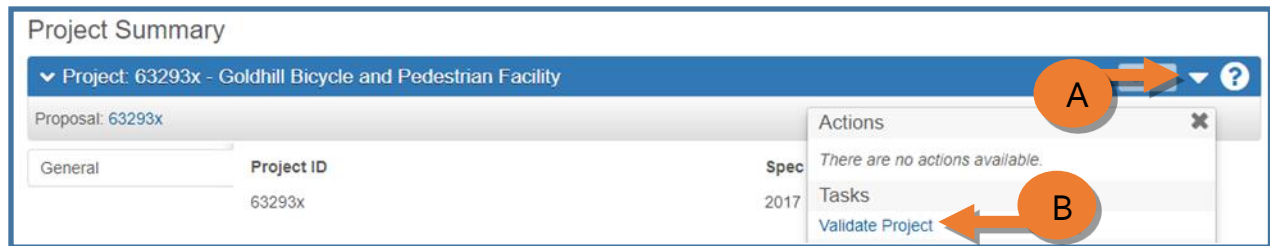


Figure 4.19

- c. A **Project Validation Results** window will open in a new tab and will notify you whether this is a valid project (*Figure 4.20*) or will list warnings for missing or invalid data (*Figure 4.21*).

NOTE: Zero quantity Contingent Sum items will show up as warnings. These are okay, just make sure they are actually your zero quantity csum items. Fix any other validation errors.

### Project Validation Results

[Help](#)

Project '63293x' is valid.

Figure 4.20

### Project Validation Results

[Help](#)

Project Item Line Number '180' is not associated with a fund package.  
Project Item Line Number '190' is not associated with a fund package.  
Fund Package ID '28': The sum of the percentages of the funds in priority 1 is smaller than 100.

Figure 4.21

3. Report validation:
  - a. (A) Expand the Project Summary component **action menu** on the right side of the header (Figure 4.22).
  - b. (B) Select **Project Validation** report.

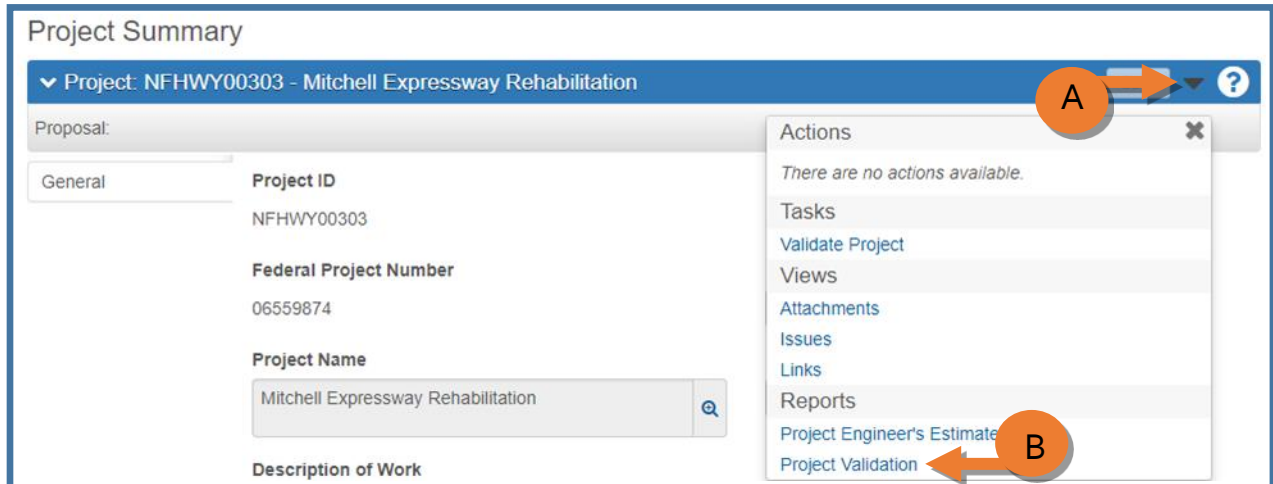


Figure 4.22

- c. Click **<Execute>** (Figure 4.23).

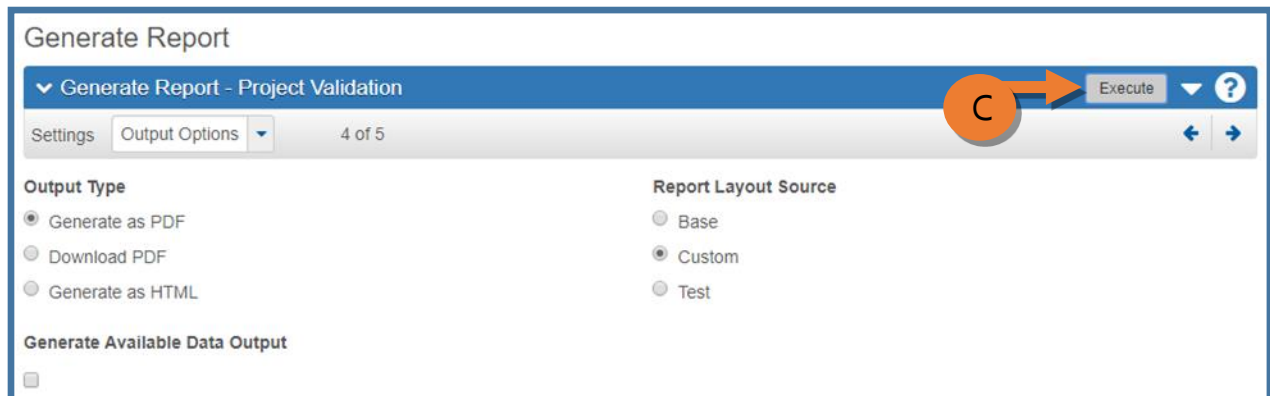


Figure 4.23

- d. A new tab will open with the Project Validation Report and will notify you whether this project is valid (Figure 4.24) or will list warnings for missing or invalid data (Figure 4.25).

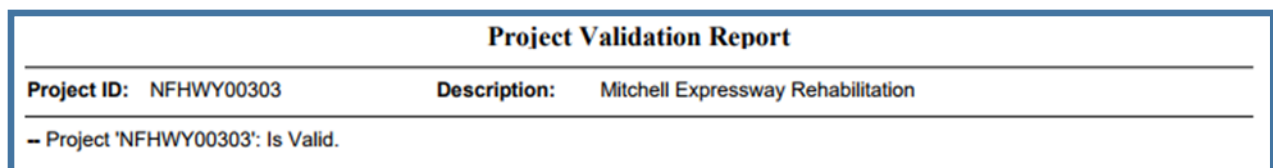


Figure 4.24

Project Validation Report	
<b>Project ID:</b> NFHWY00303	<b>Description:</b> Mitchell Expressway Rehabilitation
-- Project 'NFHWY00303' does not have CENG% from Construction record. -- Project 'NFHWY00303' does not have Designer record.	

Figure 4.25

NOTE: If your Validation Report shows an error for the CENG% from Construction field being empty, you can ignore this. This field will be filled out once the low bid amount is identified. Correct any other errors identified and validate the project again.

#### 4.5 Project and Funding Reports

Generating the Project level Engineer's Estimate report and Cost Estimate Funding Summary report.

1. (A) Expand the Project Summary component **action menu** on the right side of the header (Figure 4.26).
2. (B) Select **Project Engineer's Estimate**.

The screenshot shows the 'Project Summary' interface for 'Project: NFHWY00303 - Mitchell Expressway Rehabilitation'. The interface includes a 'Proposal' section with tabs for 'General', 'Tasks', 'Views', 'Attachments', 'Issues', 'Links', 'Reports', and 'Project Validation'. The 'General' tab is active, displaying fields for 'Project ID' (NFHWY00303), 'Federal Project Number' (06559874), 'Project Name' (Mitchell Expressway Rehabilitation), and 'Description of Work'. An 'Actions' menu is open on the right side of the header, showing a list of actions: 'Validate Project', 'Views', 'Attachments', 'Issues', 'Links', 'Reports', 'Project Engineer's Estimate', and 'Project Validation'. The 'Project Engineer's Estimate' option is highlighted, and an orange arrow labeled 'B' points to it. Another orange arrow labeled 'A' points to the 'Actions' menu icon in the header.

Figure 4.26



3. (C) In the **Estimate Description** field, enter the type of Engineer's Estimate (*Figure 4.27*).
4. (D) Click <Execute>.

The screenshot shows a web application interface titled "Generate Report". Below the title is a blue header bar with the text "Generate Report - Project Engineer's Estimate". To the right of this bar is an "Execute" button and a help icon. Below the header bar is a sub-header area with "Settings", "Set Parameters", and "3 of 5". The main content area contains three sections: "Estimate Description" with a text input field containing "Plans in Hand", "Show Engineer's Estimate" with a checked checkbox, and "Show Cost Estimate Funding Summary - By Fund & Category" with a checked checkbox. Two orange callout boxes with letters "C" and "D" are present. Callout "C" points to the "Estimate Description" text input field. Callout "D" points to the "Execute" button.

Figure 4.27

For a full list of reports, see Chapter 10.