



QUICK REFERENCE GUIDE:

1.7 Adding Funding

Background:

Prior to setting up funding and assigning the funding to items, the items and categories must be set up.

Roles:

Funding User, Letting User

Navigation:

Project

1. From the Project Summary, select the **Fund Package Overview** quick link and press the **Select Fund Packages** button.
 2. Use the search field to find and select the correct fund package, after it has been selected press the **Add Fund Package** button.
 3. Replace (Enter Project ID Here) with the Project ID in the **Fund Package Description**. Click **Save**.
 4. Click the **Funds** link (the number on the fund package).
 5. From the Fund Package Summary press the **Select Funds** button.
 6. Use the **Search** field to find and select all state, federal other funds that make up the fund package. When setting up a typical Federal/State fund package, select the State fund with the same ID as the federal appended with – SOA. Press the **Add to Fund Package** button.
 7. Enter the **Priority**.
 - a. If there is only one level of funding enter 1 for all funds.
 - b. If there are multiple levels of funding make certain to enter the **Limit** for the priority 1 funds. The priority 1 fund will be used in total first, before any priority 2 funds are used.
 8. Enter the **Percentage(s)**. All percentages for the same priority level funds must equal 100%. If you enter less and press save you will receive a warning. If you enter more than 100% you will receive an error (If FHWA is participating at 90.97% then the federal fund would have a percentage of 90.97 and the –SOA fund would have a percentage of 9.03).
 9. Click **Save**.
- Note: If there are different percentages of federal participation for different items, see *Varied Federal Participation* on the next page.
10. Review the **Phase Code** and update if necessary.
 11. Enter the **Activity Code**.
 12. If applicable enter the **FAA Grant Number** (in both the Federal and matching fund).
 13. Click **Save**.
 14. If you have additional Fund Packages to add, click the **Fund Package Overview** quick link and repeat steps 1-13.
 15. Click the **Funding: Assign to Items** quick link and expand the items.
 16. For each item select the Radio Button (A, B, etc.) that correlates with the Fund Package for which the item should be coded. All items must have funding assigned.
 17. Click **Save**.

Next Steps:

See the following pages for more complex funding scenarios.



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Different Program Codes (Projects)

A project item is created in each project and marked **Combine with Like Items** to create a Contract Project item. When the proposal is created the items will combine. This will allow both projects' particular federal/state split to be applied, as well as splitting the contract item between the two projects (program codes).

Varied Federal Participation

For Contracts that have the same federal funding, but with different amounts of participation, multiple fund packages should be created, both handling the appropriate federal and state fund percentages. The Fund Package ID should be modified with the Federal % so that each ID is unique.

For example:

Priority	Fund	Percentage	Type
(A) 06-4R - 90.97 Maintenance Restoration & Rehabilitation (NFHWY00277) 2			
1	06-4R	90.9700	Federal
1	06-4R - SOA	9.0300	State
Fund Package Description Fun...			
(B) 06-4R - 93.4 Maintenance Restoration & Rehabilitation (NFHWY00277) 2			
1	06-4R	93.4000	Federal
1	06-4R - SOA	6.6000	State

Limited Funding (Priority Funding)

When there is a funding source that has a limit (like an FAA Grant) multiple priorities of funding must be set up. Set up the first priority of funding as per the *Projects – Adding Funding* QRG, but add a dollar figure in the **Limit** field (this limit must be split between the Federal and match portion of the funding), and second priority funding.

- If the funding limit is \$10,000 and the Federal participation is 93.75% the funds within the fund package must be set up as follow:

Fund	Description	Priority	Type	Percentage	Limit	Phase Code	Activity Code	FAA Grant Number
FAA - SOA	State of Alaska	1	State	6.2500	625.00	T0FA1	153P	AIP-123-3221
FAA Grant	FAA Grant	1	Federal	93.7500	9,375.00	T0FA1	153P	AIP-123-3221
FAA - SOA	State of Alaska	2	State	6.2500		XX		
FAA Grant	FAA Grant	2	Federal	93.7500		XX		

- Detailed information for the second priority funding will be entered when and if the second grant is secured and the information is known.



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Multiple Federal Funding Sources on Single Items

For contracts that are using multiple types of federal monies (for example both: 06-4R - Maintenance Restoration & Rehab money as well as 28 - Facilities for Pedestrians and Bicycles) fund packages should be created with the correct federal funds, as well as their matching state funds.

- If the scenario is that there is a 90%/10% split between the two federal funds and for both federal funding types the federal participation is 90.97% and the state participation is 9.03%
 - Fund 28 = $90 \times .9097 = 81.873$ (this is what would be entered in the percentage field for the fund 28)
 - Fund 28- SOA = $90 - 81.873 = 8.127$ (this is what would be entered in the percentage field for the fund 28-SOA)
 - Fund 06-4R = $10 \times .9097 = 9.097$ (this is what would be entered in the percentage field for the fund 06-4R)
 - Fund 06-4R – SOA = $10 - 9.097 = .9030$ (this is what would be entered in the percentage field for the fund 06-4R – SOA)

▼ (B) 06/28 (10/90 Split)		Split 06-4R (10%) / 28 (90%) - Z637720000		4
1	06-4R	9.0970	Federal	
1	28	81.8730	Federal	
1	06-4R - SOA	0.9030	State	
1	28 - SOA	8.1270	State	