QUICK REFERENCE GUIDE:

Contracts – Funding for Contract Start

Background:

Preconstruction updated the way they enter funding in November 2023. All proposals and projects entered in preconstruction prior to Nov 2023 used the old structure (typically 1 fund to 1 fund package). If the funding was entered using the old structure, small changes must be made to the construction funding prior to generating a payment estimate for the contract. Two pieces of information are necessary to make these modifications: Encumbrance Memo (outside of AWP) and the *Final Project Agreement Estimate* Report (inside AWP).

If Preconstruction has entered each fund package with multiple funds (to reflect the different state and federal allocations, this information should still be reviewed for correctness and you should ensure all coding input).

Roles:

Construction Funding User

Navigation:

Contract Administration > Contract > Funding Tab

1. Click the first **Funds** link to open the first fund package.
2. Add the Project ID to the end of the **Fund Package Description**
   a. If unsure which Project ID should be added click the **Fund Package Assignment** quick link to ensure you are entering the correct Project ID to the Fund Package Description
3. Use the *Final Project Agreement Estimate* (FPAE) report to determine the ratio of Federal funding used for each fund package.
   a. If the fund package has a Ratio of 100% (on the FPAE) then only one fund would be expected in the construction fund package (with a Percentage of 100%).

   b. On the FPAE, if the fund package has a ratio of 90.97% (or anything less than 100%, indicating there is some matching entity) then there should be one federal fund (reflecting the correct FA code) with a percentage of 90.97 and one state (or other matching entity) fund with a percentage of 9.03. Both funds (the federal and state portion) should have the same **Template**, **Object**, **Phase Code** and **Activity Code** (found on the encumbrance memo).
4. If you have used the FPAE to identify that there should be two funds in a fund package, from the Contract Fund Package Summary, make sure the correct fund package is selected (the selected fund package is displayed in a toggle on the component and labeled **Contract Fund Packages**). From the **Funds in Package** collapsible press the **Select Funds** button.
5. In the Select Funds Modal use the search field to find and select the State of Alaska fund* that starts with the same FA code as the Federal fund (i.e. if the federal fund was 05-4R the State match that should be used would be 05-4R-SOA). Click **Add to Fund Package**.
6. Enter the **Priority** (1), the **Percentage** (100-ratio listed on the FPAE), the **Template**, **Object**, **Phase Code** and **Activity Code** (these should match the corresponding federal fund).
7. Repeat steps 1-6 for every fund package on the contract.

* If the matching entity is other than SOA, look for the FA code and the matching entity acronym. If it's not available reach out to your module admin.

Note: If a payment estimate has been generated prior to modifying funding the payment estimate needs to be deleted and regenerated after the funding is modified.