



QUICK REFERENCE GUIDE:

Adding an Additional FAA Grant

Background:

All contract project items must be associated with a fund package. New fund packages may be needed for new items added by Change Orders in Construction.

Roles:

Construction Funding User

Navigation:

Construction > Contract Administration

1. From the Contract Administration Summary, select the **Funding** tab.
2. Click the number link of the **Funds** for the **Fund Package** where the additional funds need to be added.
3. Ensure that there is an **Amount Encumbered** entered on the Priority 1 funds. If the Amount Encumbered is empty add it now (remember to split the grant amount between the federal and match entity based on the percentages entered on each fund). This is the maximum amount that can be paid out of each fund.
4. Click the **Select Funds** button
5. In the Select Funds window, use the search bar and filters to find and select the FAA Grant Fund and the matching FAA-SOA Fund* for this Fund Package.
6. Click the **Add to Fund Package** button at the bottom of the modal window.

7. Click on the arrow to expand the row for each Fund and enter the **Priority, Percentage, Phase Code, Activity Code, and FAA Grant Number**. The priority number should be the next sequential number of the lower priority funds.
8. Click **Save**.

*Notes: The need to select two funds, the federal FAA grant fund and the matching entity fund assumes that the grant is not funded 100% federally. If the new grant is 100% federal, only one fund needs to be selected.

Next Steps:

N/A