

FUNDING PACKAGE INSTRUCTIONS

Go to the [DES-OE intranet website \(www.oe.dot.ca.gov\)](http://www.oe.dot.ca.gov) for general instructions, a template of the Funding Summary table in [MS Word](#) format, and examples of what should be included in your funding package.

To fill out the Funding Summary table:

- (1) Fill in the project EA.
- (2) If applicable, fill in the CTIPS ID or PPNO No. as found on the project programming document.
- (3) The left hand column contains a list of common funding sources. Identify all funding sources for your project using the definitions provided below. For funding sources that don't apply, leave blank.
 - State / Federal – Funds provided by the State to be reimbursed at a given rate by the FHWA or funds provided by only the State.
 - Outside Contributor – Funds provided by an outside agency for the project.
 - Local / Federal – Federal Aid funds for Local Agency use, such as: CMAQ, RSTP, RTEA, HBRR, Safe Routes to School, STIP funds, etc.
 - Matching Funds – Funds supplementing the Federal reimbursement on a Local/ Federal job. This amount may be provided by the State or the Local Agency.
- (3a) Other Funding Source - If the project has other funding sources that do not fall into the above categories, or if more space is needed, go to page 2 of the Funding Summary and fill out in the same manner as page 1.

For each funding source that you have, fill in the corresponding row of boxes using the definitions provided below. For boxes that don't apply, fill in "N/A" for not applicable.

- (4) Dollar Amount – The estimated dollar amount of funds from a specific source at Funding Package submittal.
- (5) Funding Agency / Agreement # - The name of the agency providing construction funds, and if applicable, the District agreement number of the cooperative agreement or MOU we have with that agency.
- (6) Program Fiscal Year – The fiscal year in which each funding source was programmed. If there has been an extension, please provide the extended (latest) date, with an asterisk, and explain the extension in the space below the table.
- (7) Program – The acronym identifying the project programming document, such as: STIP, SHOPP, FTIP, RTIP, HM1, CMAQ, Minor A, etc.

- (8) Program Code (TRAMS) – The ten digit program code as defined in Chapter 7 of the [TRAMS Coding Manual](#).
- (9) Project Total – The total dollar amount of funds for the project as estimated at the time of Funding Package submittal.
- (10) The comment box below the summary table is for information and notes not provided elsewhere. For example:

Target dates for a funding source if an actual date is not available at the time of Funding Package submittal.

Expiration date of a funding source if applicable.

The reason for delay of the execution of a cooperative agreement with an outside agency.

For combined EA's or funds from another EA, distinguish any associated funding information separate from the parent EA as given in the summary table.

In cases where specific instructions are needed on how contributor funding is to be used, either as a fixed dollar amount, a percentage of the cost of the job, or if the state or contributor will pay only the excess in case of higher than anticipated bids.

In rare, special cases, provide detailed instructions on how funds are to be charged if the bids come in over or under the estimated amount. The necessary verifications and approvals must be obtained from each affected fund manager if fund splits due to savings or overages are to be different from the initial fund splits at the time of advertisement.

- (11) When the funds require a CTC vote, fill in the date and whether it is an actual or target vote date.
- (12) Attachments: check all applicable documents which correspond to the funding source indicated in the Funding Summary table and attach in the same order. All documents should be complete with the appropriate signatures.
 - Budget Verification of Highway Maintenance Funds for Maintenance projects
 - Budget Verification of Minor B Funds
 - Budget Verification of Special Funded Projects
 - Executed Cooperative Agreement if an Outside Contributor is providing construction funds. Indicate when Reimbursement Allocation Authority was approved in the

comment box below the summary table. If not approved, indicate when it was requested.

- Finance Letter for local programmed Federal Aid on state highways. Finance letters are authorized by HQ Local Programs. If not available at time of Funding Package submittal, indicate when the "Authority to Proceed FNM-76" was or will be transmitted to HQ Local Programs in the comment box below the summary table.
- BEES (Preliminary Estimate of Cost) – to be included in each Funding Package. The BEES must be segregated to reflect the funding splits when applicable. BEES description labels for each segregation should correspond to the information provided in the Funding Summary table. On the last page of the BEES (and after each segregation when applicable), please sign and date in the space under "Checked By" to indicate that the cost estimate has been checked against the funding information in the summary table.
- Other – documentation for funding sources other than those in the above categories.

(13) Fill in your name and phone number at the bottom of the form. As the Project Manager responsible for the information contained in the Funding Package, you will be the contact person if there are questions regarding the funding information provided.

(14) Sign and date the Funding Package.

Submit completed, verified funding package to HQ Budgets Program with one (1) copy to DES-Office Engineer [at PS&E submittal](#).

