



# EBASE Technical Notes

## Setting up Funds

### Parts of the Funding Tab

An EBASE Fund is comprised of a Participant, or grouping of participants who have agreed to pay for a project or specific portions of a project.

The purpose of the Funding tab is to provide a space to setup and control these participants and the funds to which they are assigned.

The **Funding** tab consists of 3 sub-tabs

- FUNDS
- PARTICIPANTS
- FUND/PARTICIPANT MATCHING

The screenshot shows the 'Funding' tab interface. It is divided into three main sections:

- FUNDS:** A list of fund numbers: 5, 10, and 15. A hand icon points to the number 5.
- PARTICIPANTS:** A table with columns: Participant Name, Federal Aid Project Number, and Funding Indicator. The data rows are: STATE, FEDERAL (with project number BR-0020(110)), and CITY OF TWISP. The funding indicators are State, Federal Aid, and City.
- FUND/PARTICIPANT MATCHING:** A table with columns: Fund Number, Participant, Funding Sequence, Participation Percentage, and Maximum Amount. The data rows are:

Fund Number	Participant	Funding Sequence	Participation Percentage	Maximum Amount
5	CITY OF TWISP	1	100.00%	\$10,000.00
5	FEDERAL	2	80.00%	
5	STATE	3	100.00%	
10	FEDERAL	1	86.50%	
10	STATE	2	100.00%	
15	STATE	1	100.00%	

Arrows indicate that the 'FUND/PARTICIPANT MATCHING' table is populated based on the 'FUNDS' and 'PARTICIPANTS' data.

FIGURE 1



**Funds** – Sets Fund designation numbers such as 1,2,3; 5,10,15. These allow you to group various participants into a single source or *fund*.



**Participants** – A listing of all the participants contributing money for the construction of the project.



**Fund/Participant Matching** – This is the tab where the true fund is created by combining Participants together under a Fund numbers to pay for specific portions of the contract work.

Agreements? – Only add Agreements to the Participants list if the contractor will be bidding on the work – Otherwise list most agreements on the Non-Bid Items tab

## Creating and Assigning Funds

Once Funding place-holders have been created and participants listed, the “Fund/Participant Matching” tab may be used to create the fund sources to pay for the various groups of work activities being performed by the contract.

In this example the funds for the contract are illustrated using buckets holding the contributions of participants toward funding the work. 3 funds are paying for all the contract work to be performed and our participants funding the work are:

- A local agency with a Maximum amount [**limited contribution amount**] - *in a single fund*
- State Funding dollars – *is contributing to 3 funds in the project*
- Federal Funding dollars – *is contributing to 1 fund in the project*

### Illustration



FIGURE 2

### Explanation

(Please refer to FIGURE 1 for how this example would be entered into EBASE screens)

<b>FUND 5</b>	Local agency of \$10,000 Federal Participation of 80% State Participation 100% remaining cost	Participants with a MAXIMUM amount contribution are always entered as the Primary Participant in a fund
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#### FUNDING SEQUENCE 1 at 100%

**CITY OF TWISP** - Contributing up to a **Maximum** Amount of \$10,000. We want to use as much of the \$\$\$ they are willing to contribute. We do this by entering Twisp as the Primary Participant in Fund 5 with the number 1 as the Funding Sequence, and a Participation Percentage of 100% to use all of the \$10,000 first.

#### FUNDING SEQUENCE 2 at 80%

**FEDERAL FUNDS** – up to 80% of the work this Fund is paying for, and we want to use as much of their \$\$\$ as they are willing to contribute, so they are entered as the Secondary Participant in Fund 5 by entering the number 2 as the Funding Sequence, and since they are contributing up to 80% of the work, 80% is entered under Participation Percentage.

#### FUNDING SEQUENCE 3 at 100%

**STATE FUNDS** - will contribute 100% of dollars it takes finish paying for the work that is covered by Fund 5. In other words the State will finish filling up the bucket. Since there are only 3 participants in Fund 5, STATE will be entered as the Tertiary Participant in the fund by entering the number 3 as the funding sequence. 100% is entered under Participation Percentage, indicating the STATE will pay for 100% of what is left to pay in the fund after the first two participants have made their contributions.

## Explanation Cont'd

### FUND 10

Federal Participation of 80%  
State Participation 100% remaining cost

#### FUNDING SEQUENCE 1 at 86.5%

**FEDERAL FUNDS** – up to 86.5% of the work in this Fund .

We want to all of that 86.5% contribution.

Enter the Federal Participant as the Primary Participant in Fund 10 by entering the number 1 as the Funding Sequence, and since they are contributing 86.5% toward funding of the work, 86.5% is entered under Participation Percentage.

#### FUNDING SEQUENCE 2 at 100%

**STATE FUNDS** - will contribute 100% of dollars needed to finish paying for the work that is covered by Fund 10. In other words the State will finish filling up the bucket. Since there are only 2 participants in Fund 10, STATE will be entered as the Secondary Participant in the fund by entering the number 2 as the funding sequence.

100% is entered under Participation Percentage, indicating the STATE will pay for 100% of what is left to pay in the fund after the first participant has made its contributions.

### FUND 15

State Participation 100%

#### FUNDING SEQUENCE 1 at 100%

**STATE FUNDS** - will contribute all the dollars needed For THIRD PARTY DAMAGES.

This Fund, shown here as Fund 15 will contain STATE as the Primary, and only participant.

Funding sequence 1 and Participation Percentage of 100%

The Reimbursement for third party damages is setup this way so the Contract may be closed even if we have not recovered our costs.

If STATE is not paying for the entire project, then a separate Fund must be setup to assign to your REIMBURSEMENT FOR THIRD PARTY DAMAGES group.

## How the Participant distribution works within a single fund

In the Following example, a portion of the work equaling \$100,000 will be paid for by 4 participants. These participants have been grouped together under Fund number 5 in this project.

Our Primary Participant [funding sequence 1] has a max amount limited contribution of \$20,000. Notice the **FUND SEQUENCE** and the **PARTICIPATION %** for each of the participants in this fund. a breakdown of the actual dollar amount they would contribute based on their assigned sequence and participation percent is listed in the rightmost column. *Figure 3 is a graphical illustration the table data*

FUND 5			
<i>In this Example All Bid Items Paid for by FUND 5 = \$100,000</i>			
Participants	Fund Sequence (Order in which Dollars Contributed are spent)	Participation %	Actual \$\$\$ Participant is obligated to contribute based on their Participation %
King County	1	<b>100 %</b> With a Maximum contribution amount of \$20,000	\$20,000
Agreement for \$10,000	2	<b>100 %</b> With a Maximum contribution amount of \$10,000	\$10,000
Federal	3	<b>86.50%</b>	\$60,550
State	4	<b>100%</b>	\$9,450

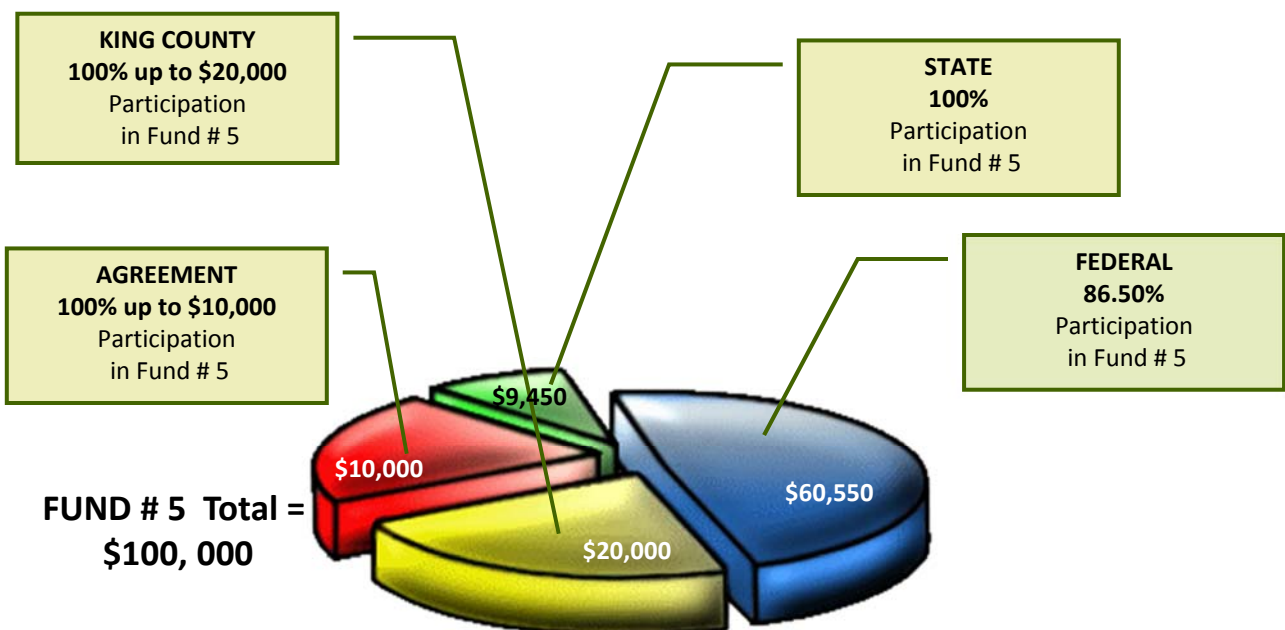


FIGURE 3

# How the Funding Groups you define, pay for the work performed in the contract

## DATA FROM Funding TAB



## DATA FROM GROUPS TAB

GROUP 1  
MP 172 to  
MP 175

Each EBASE **Group** is assigned a Funding source which may be comprised of one or multiple Participants.

GROUP 2  
SIGNALS

Each EBASE **Group** is broken down into **Columns** to define the Element or specify a Location

GROUP 3  
Reimb. For 3<sup>rd</sup>  
Party Damage

## DATA FROM COLUMNS TAB

COLUMN 1  
PAVMENT  
REHAB.

COLUMN 2  
PEDESTRIAN  
Pavement  
Warning  
System

COLUMN 3  
SIGNAL  
TYPE 1

COLUMN 4  
SIGNAL  
TYPE 2

COLUMN 5  
Reimb. For 3<sup>rd</sup>  
Party Damage

## DATA FROM Bid Items TAB

bid Item 1  
Bid Item 2  
Bid Item 3

Bid Item 2  
Bid Item 4

bid Item 2  
Bid Item 5

bid Item 2  
Bid Item 6  
Bid Item 7

bid Item 8

Bid Items of work, their quantities and cost are assigned to columns or sub-portions of the larger Group