



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-21-2026

Revised Date:

Revised By:

Changes Made:

Funding and Wage Decisions

Section 1: Funding

Step 1: From the *Project Summary* page, click the **Fund Package Overview** quick link.

[Overview](#) [Categories and Items](#) [Cost Estimate](#) [Fund Package Overview](#)

Project Summary

▼ Project: 123456789 - test

Proposal:

General

Counties

Districts

Points

Road Segments

Bridge Segments

Workflow

Agency Views

Project J/P Number

123456789

Project Description *

test

Spec Book *

19 - Spec Year 2019 ▼

Unit System *

English ▼

Step 2: On the *Fund Package Overview* page, click the **Select Fund Packages** button.

[Overview](#) [Categories and Items](#) [Funding: Assign to Items](#) [Item Alternate Summary](#)

Fund Package Overview

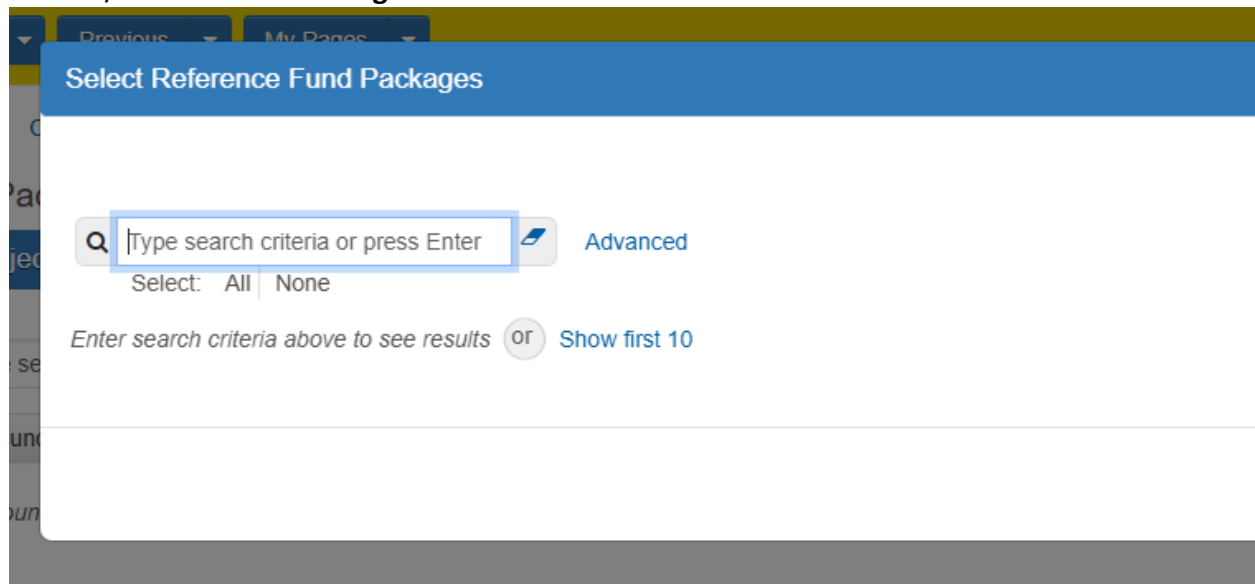
▼ Project: 123456789 - test

Type search criteria or press Enter [Advanced](#)

Select Fund Packages...

No rows found matching criteria.

Step 3: When the **Select Reference Fund Packages** pop up window opens, search for your desired/needed **Fund Package**.



Step 4: Once you have found your **Fund Package**, select the Fund Package and click the **Add Fund Package** button.

80-20 Fed-CIRB	80-20 Federal - CIRB split.	
☐	80-20 Fed-City	80-20 Federal - City split.
☐	80-20 Fed-State	80-20 Federal - State split.
☐	80-20 Fed-Tribal	80-20 Federal - Tribal split.
☐	90-10 Fed-State	90-10 Federal - State split.
☐	CIRB	100 percent CIRB funded.
☐	Default	Default funding for design.
☐	Federal	100 percent federal funded.
☒	Non-Participating	100 percent non-participating funds.
☐	ODAA	ODAA Funding

At the bottom of the table is a blue 'Load next 3' button. To the right of the table is the text 'Showing 10 of 13'. At the bottom right of the pop-up is a yellow 'Add Fund Package' button." data-bbox="113 456 939 752"/>

Step 5: Back on the **Fund Package Overview** screen, click the hyperlink under the **Funds** field on the **Fund Package Row**.

Fund Package Overview

▼ Project: 123456789 - test

Advanced Showing 1 of 1

Select Fund Packages...

Project ID	Funds	Fund Package	Description
12297	1	Non-Participating	100 percent non-participating funds.

Step 6: Under the **Funds in Package** component header, enter or edit any needed information on the row.

▼ Funds in Package

Select Funds... 0 marked for deletion 0 changed

Fund	Descr	Percentage	Limit	Account Fund	OTA Account Fund	Fund Grp
NONP	Non-participating	100.0000				
Prior ▼	Type ▼					
1	Other					

Section 2: Assigning the Funding to Items

Step 1: On the **Fund Package Summary** page, click the **Funding: Assign to items** quick link at the top of the screen.

Overview Categories and Items Fund Package Overview **Funding: Assign to Items**

Fund Package Summary

▼ Project: 123456789 - test

Fund Packages Non-Participating - 100 percent non-participating funds. ▼

Fund Package ID *
Non-Participating

Project Level Funding Source
☐

▼ Funds in Package

Step 2: On the **Project Funding Assignment** screen, use the radio buttons to select what categories get funded and by what fund package

Project Funding Assignment

▼ Project: 123456789 - test

Proposal:

All Project Items
??? - Uncategorized Items

Mixed ☐ None ☒ A ☐
Mixed ☐ None ☒ A ☐

Step 3: Click **Save**.

Save

▼ ?

Step 4: Click the **Project** quick link on the top of the screen to return back to the Project.

[Overview](#) [Categories and Items](#) [Fund Package Overview](#) [Item Alternate Summary](#) [Item Pricing](#) **[Project](#)** [Item Worksheet](#)

Project Funding Assignment

▼ Project: 123456789 - test

Proposal:

All Project Items
??? - Uncategorized Items

Section 3: Adding Wage Decisions

Step 1: From the **Project Summary** page, click the **Wage Decisions** quick links.

[Overview](#) [Categories and Items](#) [Cost Estimate](#) [Fund Package Overview](#) [Funding: Assign to Items](#) [Item Alternate Summary](#) [Item Pricing](#) [Item Worksheet](#) **[Wage Decisions](#)**

Project Summary

▼ Project: 123456789 - test

Proposal:

General
Counties
Districts
Points
Road Segments
Bridge Segments
Workflow

Project J/P Number
123456789

Project Description *
test

Spec Book *
19 - Spec Year 2019

Urban/Rural

E & C Percent

Design Program

Step 2: Click the **Select Wage Decisions** button.

Federal Funded

False

Name



Description

C55

OKLAHOMA

Select Wage Decisions...

No rows found matching criteria.

Step 3: In the **Select Wage Decisions** pop up, search for the needed **Wage Decision** and click **Add to Project** button.

	OK020	2025-00	6	300 - Highway	Federal	01/01/2025	General Decision Number: OK190020 01/04/2019 OK20 Superseded General Decision Number: OK20180020 State: Oklahoma Constr
✓	OK021	2025-00	6	300 - Highway	Federal	01/01/2025	General Decision Number: OK190021 01/04/2019 OK21 Superseded General Decision Number: OK20180021 State: Oklahoma Constr
	OK022	2025-00	6	300 - Highway	Federal	01/01/2025	General Decision Number: OK190022 01/04/2019 OK22 Superseded General Decision Number: OK20180022 State: Oklahoma Constr

Add to Project

Step 4: Click the **Save** button.



Step 5: Click the **Project** quick link on the top of the screen.

Overview

Project

Project Wage Decision Overview

▼ Project: 123456789 - test

Project Work Type

Federal Funded

False