



NORTH CAROLINA

Department of Transportation



Local Projects – Agreements, EBS Portal and Project Delivery

Sheila Gibbs and Marta Matthews, LPMO

April 16, 2019 – PTRC Lunch and Learn (Session 1)

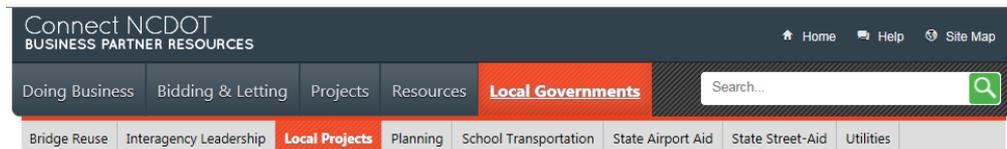
Overview of Presentation

- Resources
- Local Project Delivery
- Local Project System in the EBS Portal
 - Application for Agreement
 - Submitting Documents for Review
 - Change Requests
 - Reimbursement Requests

LPMO Website

<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>

- The Department has a website for internal and external customers to utilize for information.
- Do a search for Connect NCDOT
- For Local Projects, click on the “Local Governments” tab, then the “Local Projects” tab.
- The website provides resources and links to other funding areas, project guidance, templates and forms.





Local Projects Administration

Guidance to help municipalities implement and deliver locally-administered transportation projects.

Home > Connect NCDOT > Local Governments > Local Projects

Introduction

The Local Programs Management Office (LPMO) provides guidance and oversight to Local Government Agencies (LGA) that receive federal or state funds to implement a project, program, or study. LPMO establishes standard operating procedures for those projects that are administered by an LGA.

WHAT IS A LOCALLY-ADMINISTERED PROJECT?

LGA programs and projects receive federal or state money based on the recommendations of Municipal or Rural Planning Organizations (MPOs and RPOs), NCDOT Program Areas, and Board of Transportation Members. LGAs are responsible for carrying out the design and construction of projects, or implementation of programs.

WHAT IS NCDOT'S ROLE?

NCDOT's role is to advise, approve and oversee the proper expenditure of funds by an LGA on an eligible project or program. NCDOT is committed to establishing appropriate oversight in order to ensure the best use of public funds and compliance with all applicable state and federal

FORMS & TEMPLATES

[Letter from LGA Requesting Concurrence with PEF Selection](#)



[Letter from LGA Requesting NCDOT Concurrence with Construction Contractor](#)



[Letter from LGA Requesting Reimbursement](#)



[Project Information Data Sheet](#)



[FFATA Subrecipient Information Form](#)



[PCE Checklist](#)



[Request for Letters of Interest \(RFLOI\) _Design or CEI](#)



[Bridge Reuse](#)
[Interagency Leadership](#)
[Local Projects](#)
[Planning](#)
[School Transportation](#)
[State Airport Aid](#)
[State Street-Aid](#)
[Utilities](#)

Local Programs Management (LPM) Handbook and Updates

Understand the Requirements of NCDOT and the Federal Highway Administration for federally-funded Projects

[Home](#) ▶ [Connect NCDOT](#) ▶ [Local Governments](#) ▶ [Local Projects](#) ▶ [Local Programs Management \(LPM\) Handbook and Updates](#)

Local Programs Management Handbook - 2009

(Does not include updates)

[Read More](#) →

Updates to the 2009 Handbook

* [Instructions](#)

* [Webinar](#)

* Updates (in red)

- [Introduction \(Including Contacts\)](#)
- [State Transportation Improvement Program](#)
- [Funding, Eligible Costs, and Match Requirements](#)
- [Schedule](#)
- [Project Agreement](#)
 - [Project Information Data Sheet \(see Forms & Templates\)](#)
- [Funding Authorization Overview](#)
- [Preliminary Engineering Authorization](#)
- [Professional Services](#)
 - [Project Specific Solicitation vs On-Call Contract \(Overview\)](#)
 -  [GUIDELINES for COMPLETING RFLOI.pdf](#)
 - [Template Request for Letters of Interest \(see Forms & Templates\)](#)
 - [Letter from LGA Requesting Review of Proposal \(see Forms & Templates\)](#)

FORMS & TEMPLATES

[Letter from LGA Requesting Concurrence with PEF Selection](#) 

[Letter from LGA Requesting NCDOT Concurrence with Construction Contractor](#) 

[Letter from LGA Requesting Reimbursement](#) 

[Project Information Data Sheet](#) 

[PCE Checklist](#) 

[Request for Letters of Interest \(RFLOI\) _Design or CEI](#) 

[Contract Provisions for Non-Federal Entities.pdf](#) 

[LPMO_Security Form](#) 



Employee Directory

Staff contacts for *Programs Management Office*.



Local Programs

Discussion

Template Letters

Guidance / Resources

Webinars

Calendar

Mission & Goals

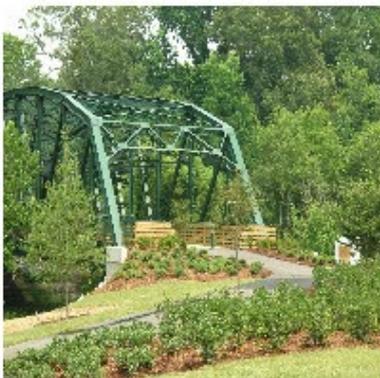
Glossary & Acronyms

Document Library

[Employee Contact Directory](#)

LOCAL PROGRAMS

The Local Programs Management Office (LPMO) works with Local Government Agencies (LGAs) to assist with project delivery of locally-administered projects, and provided guidance and resources to internal Department staff and outside agencies. LPMO is also responsible for the creation, review, approval and full execution of over 700 agreements annually that NCDOT enters into with outside agencies.



WHAT IS A LOCALLY-ADMINISTERED PROJECT?

A Locally-Administered Projects is one where an agency outside of NCDOT (a municipality, county, or other state agency) delivers a project and is reimbursed with either state or Federal funding through NCDOT. The Local Government Agency (LGA) will enter into a professional services contract, prepare plans and specifications, purchase right of way and/or let a construction contract. NCDOT's responsibilities will be to review the work that the LGA produces to ensure it meets applicable state and Federal requirements.

If NCDOT delivers the project, both design and construction, then the project is not considered locally-administered.

In some cases, NCDOT and the LGA may work out a hybrid project delivery system, where the LGA (typically) provides design and ROW, and the Department may let. The Project Agreement will reflect the responsibilities and deliverables for each party.

[LOCAL PROGRAMS MANAGEMENT HANDBOOK](#)

LOCAL PROJECT DELIVERY



Typical Project Delivery Steps

Agreement

-----Preliminary Engineering Authorization-----

- *Procure Professional Services*

Environmental Document (required)

ROW Plans (required)

-----Right of Way Authorization-----

- *Acquire Right of Way*
- *Relocate Utilities*

Right of Way/Utility/RR Certification (required)

Final Plans, Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
- *Construct & Administer Contract*

Final Inspection (required)

- *Final Reimbursement*

Funding Authorization

For every phase that is eligible for reimbursement, the LGA must request funding authorization through the Local Project System (EBS).

- PE: Preliminary Engineering – pays for professional engineering services, and other preconstruction activities.
- ROW: Right of Way and Utility Relocation – pays for costs of acquiring ROW, relocating utilities, appraisals and other ROW associated costs.
- CON: Construction – pays for the construction contract, construction engineering and inspection (CEI), and contract administration.
- OTHER – this is used for phases of work not related to a construction project, such as delivering a program, purchase of equipment, and other non-construction activities.

Funding Authorization

- Refer to the chart to show when funding authorization may be requested for each phase.
- Note deliverables that are needed prior to requesting funding authorization.
- Funding authorization starts the clock with FHWA.

NCDOT will use your funding

- Even if the LGA is not receiving funding for a certain phase of work, the funding is still available for NCDOT to authorize and utilize for the review of plans, appraisals, certification package, proposal, etc.
- The LGA is responsible for the non-federal match on any DOT charges.
- The LGA is responsible for any costs that *exceed* the available funding.

Agreement

- Cannot be initiated until funding is programmed in the STIP in correct year.
- Executed between NCDOT and the Local Governmental Agency.
- Includes provisions that LGA must comply with in order to receive reimbursement.
- Includes funding, time frames, scope of work, and responsibilities.

Funding Authorizations cannot occur until a fully executed agreement is in place.

Locally Administered Agreement

Example of Agreement:

NORTH CAROLINA	LOCALLY ADMINISTERED PROJECT - FEDERAL	
[SELECT COUNTY] COUNTY	DATE: 2/8/2019	
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	TIP #: _____	
AND	WBS Elements:	PE _____
		ROW _____
		CON _____
	OTHER FUNDING:	
	FEDERAL-AID NUMBER:	
	CFDA #: 20.205	
	Total Funds [NCDOT Participation] \$ _____	

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the _____, hereinafter referred to as the "_____".

WITNESSETH:

WHEREAS, Fixing America's Surface Transportation (FAST) Act allows for the allocation of _____ funds to be available for certain specified transportation activities; and,

WHEREAS, the _____ has requested federal funding for _____, hereinafter referred to as the Project, in [Select County] County, North Carolina; and,

WHEREAS, subject to the availability of federal funds, the _____ has been designated as a recipient to receive funds allocated to the Department by the Federal Highway Administration (FHWA) up to and not to exceed the maximum award amount of \$ _____ for the Project; and,

WHEREAS, the Department has agreed to administer the disbursement of said funds on behalf of FHWA to the _____ for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and,

WHEREAS, the Department has programmed funding in the approved Transportation Improvement Program for the Project; and,

WHEREAS, the governing board of the _____ has agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,

Agreement ID # _____

1

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the _____ by authority duly given.

L.S. ATTEST: _____

BY: _____ BY: _____

TITLE: _____ TITLE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ of the _____ as attested to by the signature of _____ Clerk of the _____ on _____ (Date)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL) _____ (FINANCE OFFICER)

Federal Tax Identification Number _____

Remittance Address: _____

DEPARTMENT OF TRANSPORTATION

BY: _____ (CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

Agreement ID # _____

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Local Project System - EBS

- EBS – Enterprise Business Systems
- Used for several different programs within NCDOT:
 - Powell Bill Funds
 - Governor’s Highway Safety Program (GHSP)
 - Public Transportation Division
 - Bike/Ped Planning Grants
- Roles are assigned based on your security form

Local Project System - EBS

Roles of LGA, LPMO and Division

LGA will:

- Request agreement
- Submit documents for review
- Request funding authorizations
- Submit reimbursement requests

Local Project System - EBS

Roles of LGA, LPMO and Division

LPMO will:

- Process and Approve agreement
- Coordinate review of professional services contracts
- Process PE reimbursements
- Process funding authorizations (PE, ROW and CON)
- Issue Notice to Proceed for PE phase
- Coordinate review with Division or other staff

Local Project System - EBS

Roles of LGA, LPMO and Division

Division will:

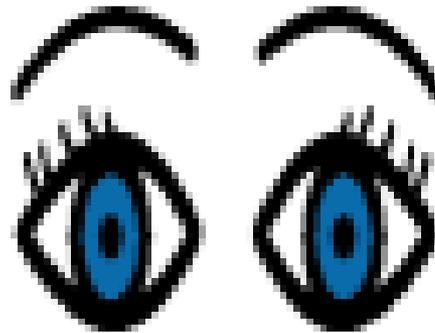
- Review and approve dates for delivery
- Review and approve plans, environmental documents, right of way documents, construction contracts
- Oversee construction and close-out activities
- Process ROW and CON reimbursements
- Provide Notice to Proceed for ROW and CON Authorization
- Coordinate review with other staff as needed

HELPFUL HINTS

- Use Internet Explorer
- Must have Adobe Reader installed
- System times out without warning
- Submitting Documents starts a workflow; Attaching Documents does not
- Make sure you submit documents or attachments through the agreement not the application
- Password problems or access – call the Help Desk

EBS System

- Let's look at the EBS system



LPMO Security Form

- Must have a user id and password to access the EBS portal and Local Projects.
- Form is on the Connect website.
- If you already have access to EBS portal, then indicate that on your form in order to update your role.

Local Programs Management System Access Authorization Form

The new Local Programs Management System requires a User ID and Password for access in the system. Complete Sections 1 and 2 for a User ID and password, if you are going to perform work within the System (i.e. submit a PID application, submit a Reimbursement claim, request changes to an agreement, or view documentation). Scan, attach and email the form to the LPMO Security Coordinator at LPMO@ncdot.gov.

Section 1 - User ID Information

First: _____ Last: _____

Agency Name: (LGA/MPO/RPO) _____

Agency Address: _____

Title: _____

Enterprise Business System (EBS)



Enterprise Business Services

User *

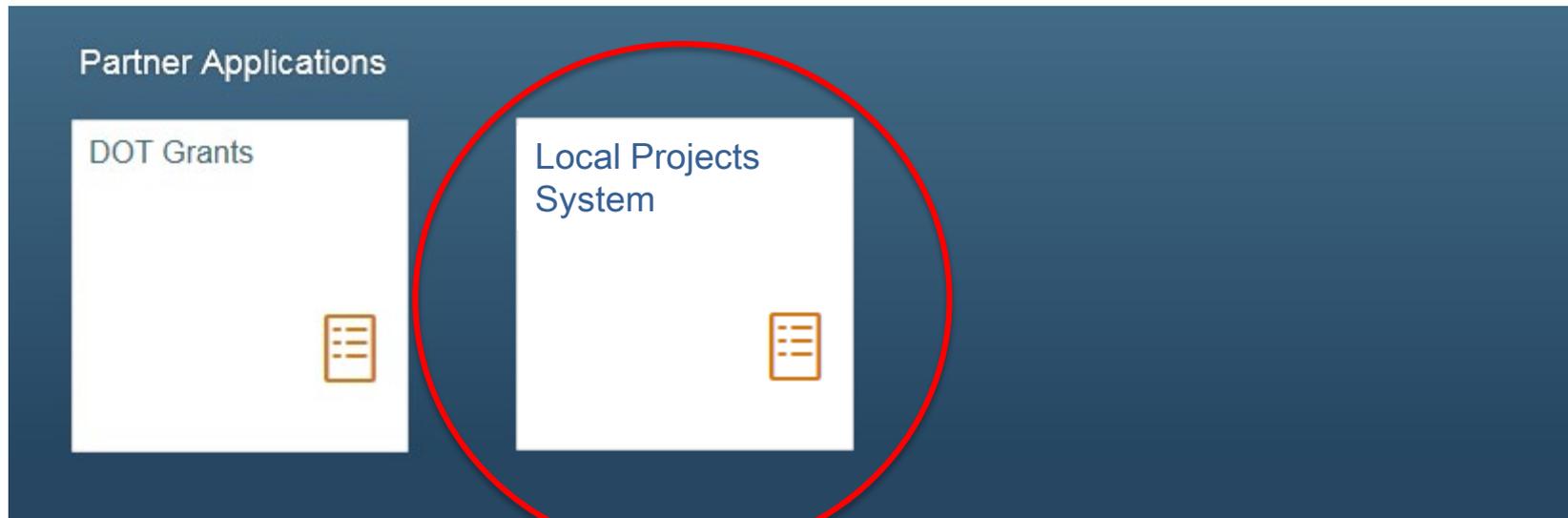
Password *

Passwords are case sensitive

[Login Help](#) * [Browser Support](#)

EBS Portal

Partner Applications



REQUEST FOR AN AGREEMENT

From your Home Screen, select “New Application”

Home - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation

Welcome Craig McKinney

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches Go Advanced

Home

Home

Help - LPMO

FAQ's

Recent Items

- 2000006230 Side W...
- LPMO_PY2014
- 2000006231 SAP-2...
- 214 Independent PE...
- 1000002499 SAP-2...

Processes

- New Application
- Display Application
- Change Application
- View Agreement/Submit Document
- Submit Change Request
- Edit Change Request
- Review Reimbursement Claims
- New Reimbursement Claim
- Change Reimbursement Claims
- View Program/Grants

Search: Application Form - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation

Welcome Craig McKinney

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches Go Advanced

Search: Application Form

Search Criteria [Hide Search Fields](#)

Program ID is

Maximum Number of Results:

Save Search As: Save

Result List

Application Form	Program ID
No result found	

110%

The screenshot shows a web browser window titled "Search: Application Form - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation". The page header includes the NCDOT logo and "LOCAL PROJECTS" in large blue text. A user name "Welcome Craig McKinney" is displayed in the top right. Below the header is a search bar with "Saved Searches" and "Go" buttons. The main content area is titled "Search: Application Form" and contains a "Search Criteria" section with a "Hide Search Fields" link. The search criteria include a dropdown for "Program ID", an operator "is", and a search button. Below the search criteria are options for "Maximum Number of Results" (set to 9,999), a "Search" button, a "Clear" button, a "Save Search As:" field, and a "Save" button. The "Result List" section shows a table with two columns: "Application Form" and "Program ID". The first row in the table is "LPMO - Application" and "LPMO_PY2014", with the first cell circled in red. A sidebar on the left contains navigation links for "Home", "Help - LPMO", "FAQ's", and "Recent Items" with a list of search results.

Search: Application Form - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation

Welcome Craig McKinney

Search: Application Form

Search Criteria [Hide Search Fields](#)

Program ID is

Maximum Number of Results: 9,999

Search Clear Save Search As: Save

Result List

Application Form	Program ID
LPMO - Application	LPMO_PY2014






1 / 2


69.7%


Fill & Sign
Comment


Please fill out the following form. You can save data typed into this form.
Highlight Existing Fields








Project Information Data Sheet
LOCAL PROGRAMS MANAGEMENT OFFICE
 1595 MAIL SERVICE CENTER
 RALEIGH, NC 27699-1595

DIRECTIONS: Submit completed form with attachments to Local Programs Office

DEMOGRAPHIC INFO	
Name of Entity	CITY OF GREENSBORO
MPO/RPO *	Please Select 
Type *	Choose One 

CONTACT INFO - Agreements			
Name	Craig McKinney		
Title			
Address			
Phone #1		Phone #2	
Email	mpandya@NCDOT.GOV		

CONTACT INFO - Project Delivery		<input type="checkbox"/> Same as Agreements
Name		
Title		
Address		

Actions for Application

Your Application will be Returned, Rejected or Approved.

- Returned: If the application needs to be corrected, or needs additional information
- Rejected: If the Project is not programmed in the STIP, you can't start agreement process
- Approved: An Agreement is started by the LPMO

Agreement Preparation and Execution

---Current Process---

- LPMO will create the agreement and mail two (2) originals to the LGA.
- LGA will review and sign agreements and send back to LPMO for execution by NCDOT.
- LPMO will mail one fully executed agreement to the LGA for their records and upload executed agreement in the EBS.

Agreement Preparation and Execution

---New Process---

- LPMO will create the agreement and start DocuSign process
- LGA will be notified via DocuSign of Agreement to be signed. Each individual who needs to sign will need an e-mail account (i.e. Mayor, City Manager, Finance Officer)
- Once all signatures are provided by LGA, the Department will execute and the LGA will be notified via the DocuSign and the Portal.

Typical Project Delivery Steps

✓ Agreement

-----Preliminary Engineering Authorization-----

- *Procure Professional Services*

Environmental Document (required)

ROW Plans (required)

-----Right of Way Authorization-----

- *Acquire Right of Way*
- *Relocate Utilities*

Right of Way/Utility/RR Certification (required)

Final Plans, Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
- *Construct & Administer Contract*

Final Inspection (required)

- *Final Reimbursement*

Funding Authorization

- The LGA must submit a “change request” to authorize funds.
- LPMO will initiate an e-mail that will notify the LGA when you are able to request funds for authorization.

Entering Change Request

The screenshot displays the NCDOT Local Projects web application interface. At the top left is the NCDOT logo (North Carolina Department of Transportation) and the text 'LOCAL PROJECTS'. The top right shows a user greeting: 'Welcome Craig McKinney'. Below the header is a search bar with 'Saved Searches' and buttons for 'Go', 'Advanced', and a trash icon. A navigation bar below the search bar contains 'Home', 'Back', and other navigation icons. On the left side, there is a vertical menu with 'Home', 'Help - LPMO', and 'FAQ's'. Below this is a 'Recent Items' section listing several project identifiers and names, such as '1000002517 Sidewa...', '2000006230 Side W...', 'LPMO_PY2014', '2000006231 SAP-2...', and '214 Independent PE...'. The main content area features a 'Processes' window with a list of actions: 'New Application', 'Display Application', 'Change Application', 'View Agreement/Submit Document', 'Submit Change Request', 'Edit Change Request', 'Review Reimbursement Claims', 'New Reimbursement Claim', 'Change Reimbursement Claims', and 'View Program/Grants'. A red arrow points to the 'Submit Change Request' option.

Find your Project

LOCAL PROJECTS Welcome Craig McKinney

Saved Searches

Search: Change Request Form

Search Criteria Hide Search

TIP number is

Maximum Number of Results:

Save Search As:

Result List

Agreement ID	Agreement Description	TIP number	Change Request Form
2000006230	Side Walk	SHP2001	LPMO - Change Request
2000006231	SAP-2010	TIP-01	LPMO - Change Request
2000006232	Sidewalk	TIP-01	LPMO - Change Request

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches ▾

Go

Advanced



New Change Request Form

Back ▾

1 / 1
103%

Fill & Sign

Comment

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
Local Program Management Office
 AGREEMENT CHANGE REQUEST

PROGRAM ID	LPMO_PY2014
DESCRIPTION	LPMO Program
AGREEMENT	2000006230 - Side Walk
SUB-RECIPIENT	CITY OF GREENSBORO
SUBMITTED BY	Craig McKinney
TIP	SHP2001
DIVISION	07
FA PROJECT	
TOTAL AVAILABLE FUNDING	\$20,000.00
REASON/PURPOSE	Choose One ▾

REASON FOR CHANGE: *

File Edit View Window Help

Fill & Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

SHR 2001

DIVISION 07

FA PROJECT

TOTAL AVAILABLE FUNDING \$20,000.00

REASON/PURPOSE Request for Fund Authorization/Transfer

REASON FOR CHANGE: *

Choose One
 Request for Fund Authorization/Transfer
 Request for Supplement Agreement

CODE	WBS	EXPENSE DESCRIPTION	START DATE (MM/DD/YYYY)	APPROVED BUDGET	AUTHORIZED TO DATE	TOTAL AMOUNT REQUESTED	NON FEDERAL MATCH AMOUNT	FEDERAL AMOUNT	PROPOSED AMOUNT
L001	12.3018287	PE – Preliminary Engineering	02/02/2015	\$8,000	\$3,800				\$8,000
TOTAL EXPENSES				\$8,000	\$3,800				\$8,000

SUB-RECIPIENT AUTHORIZING SIGNATURE

I have read and accepted the terms and conditions for funding and all the information and attachments supplied in this application are true to the best of my knowledge.

Name:

Date:

Check

Save

Submit

Funding Authorization

- LPMO will receive and review requests. If request needs to be modified, it will be returned to LGA with an explanation.

LGA should use “Edit Change Request” on Home Page to access returned form.

- LPMO will then check the on-line STIP to determine which funding should be authorized.
- Once approved, the LGA will be notified by e-mail and there will be two letters attached to the Change Request:
 1. Technical Amendment – Funding Authorization
 2. Notice to Proceed for Phase of Work

Funding Authorization

- PE Funding Authorization allows the LGA to advertise/solicit for Professional engineering services, or negotiate a task order for an on-call contract.
- ROW Funding will allow the LGA to initiate property acquisition or utility relocation.
- Construction Funding will allow the LGA to advertise and let the construction project.

View Agreement/Submit Documents

- **The LGA should submit all documents for review by the Department through the Local Project System.**
- **The EBS Portal is the official repository for all documents related to the project and is accessible by everyone in the Department.**
- **There is a difference between “Attaching Documents” and “Submitting Documents”**

Submitting Documents

The screenshot displays the NCDOT Local Projects web application interface. The top navigation bar includes the NCDOT logo, the text "LOCAL PROJECTS", and a user greeting "Welcome Craig McKinney". A search bar with "Saved Searches" and "Go" buttons is also present. The left sidebar contains navigation links for "Home", "Help - LPMO", and "FAQ's", along with a "Recent Items" list. The main content area features a "Processes" menu with the following options: "New Application", "Display Application", "Change Application", "View Agreement/Submit Document", "Submit Change Request", "Edit Change Request", "Review Reimbursement Claims", "New Reimbursement Claim", "Change Reimbursement Claims", and "View Program/Grants". A red arrow points to the "View Agreement/Submit Document" option.

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches Go Advanced

Home Back

Home

Help - LPMO

FAQ's

Recent Items

- 1000002517 Sidewa...
- 2000006230 Side W...
- LPMO_PY2014
- 2000006231 SAP-2...
- 214 Independent PE...

Processes

- New Application
- Display Application
- Change Application
- View Agreement/Submit Document
- Submit Change Request
- Edit Change Request
- Review Reimbursement Claims
- New Reimbursement Claim
- Change Reimbursement Claims
- View Program/Grants

Find Project Agreement


LOCAL PROJECTS
Welcome Craig McKinney

Saved Searches

Search: Grantor Agreements Back

Archive Search

Search Criteria Hide Search Fields

is

Maximum Number of Results:

Save Search As:

Result List

Agreement ID	Description	Grantee Name	TIP number	Program ID	Status
 No result found					

Home

Help - LPMO

FAQ's

Recent Items

- 1000002517 Sidewa...
- 2000006230 Side W...
- LPMO_PY2014
- 2000006231 SAP-2...
- 214 Independent PE...

AGREEMENT OVERVIEW

Agreement: 2000004535, Hwy 25/Hendersonville Road Corridor Impr

Save | Cancel | Refresh

▼ Agreement Overview [Edit](#)

General Data

Description: Hwy 25/Hendersonville Road Corridor Impr
 Grantee ID/Name: 1000089396 / TOWN OF FLETCHER
 Grantee Contact: 1000115880 / Eric Rufa
 Program ID/Desc.: LOCAL PROJECTS - LPMO / Projects Managed Through LPMO
 Posting Date: 03/11/2016
 Employee Responsible: [Marta Matthews](#)
 Start Date: 02/19/2016
 End Date: 02/19/2021

Application Amounts

Total Approved Funding: 1,728,553.00 USD
 Authorized Amount: 1,705,835.00 USD
 Billing Req. Amount: 611,917.05 USD
 Cleared Item (ERP): 611,917.05 USD

Project Information

FA Project Number: STPDA-0025(037)
 TIP number: U-5872
 Division: 14 - Sylva
 Status: Agreement Approved
 Ext Agreement #: 6129

DBE, MBE, WBE Participation Goals

DBE %: 0.00 MBE %: 0.00 WBE%: 0.00

▼ Agreement Item List [Edit List](#)

Filter:

Actions	WBS Element	Expense Type	Eligible for Funding	Start Date	Total Approved Funds	Authorized Amount	Authorized Claim Amt	Open Balance
✎ ✖		Total Project Funding	<input type="checkbox"/>	02/19/2016	1,728,553.00 USD	0.00	0.00 USD	0.00 USD
✎ ✖	46415.1.1	PE – Preliminary Engine...	<input checked="" type="checkbox"/>	02/19/2016	0.00 USD	150,635.00	150,634.03 USD	0.97 USD
✎ ✖	46415.2.1	ROW – Right of Way	<input type="checkbox"/>	02/19/2016	0.00 USD	0.00	0.00 USD	0.00 USD
✎ ✖	46415.3.1	CON – Construction	<input checked="" type="checkbox"/>	02/19/2016	0.00 USD	1,555,200.00	664,224.11 USD	890,975.89 USD



AGREEMENT OVERVIEW

Agreement: 2000004535, Hwy 25/Hendersonville Road Corridor Impr

Back

Save | Cancel | Refresh

Share | Print

Notes New

Filter:

Actions	Text Type	Text	Language
	LPMO Notes	09/25/17: approved draft RFLOI; requested Town upload pdf. Also mailed out executed supplemental agreement. 09/22/...	English
	Header Note	Header Log: sending email on: 20160311 - 093829 Email subject: LPMO Agreement 2000004535 for U-5872 Fully Exec...	English

Attachments Attachment URL With Template | Advanced

Filter:

Description	Name	Created By	Created On	Actions
addendum 1 for schedule chg	addendum 1	2ERUFA	10/23/2017 11:14	Properties
	McGill_ExecutedContract_U5872	2ERUFA	12/28/2016 11:19	Properties
U-5872 Transmittal Letter	Exec Agreement Transmittal	MTMATTHEWS	03/11/2016 09:46	Properties
U-5872 Agreement	Executed Agreement	MTMATTHEWS	03/11/2016 09:42	Properties
Unexecuted Agreement Transmittal	U-5872	MTMATTHEWS	03/11/2016 09:36	Properties

Expand

Back 1 2 Forward

Partner

Transaction History

Filter:

Transaction ID	Description	Status	Transaction Type	Created On
3000053828	Hwy 25/Hendersonville Road Co...	Submitted	LPMO Claim	01/11/2018
3000049390	Hwy 25/Hendersonville Road Co...	L4 Contract Management Approve	LPMO Claim	12/13/2017
3000034423	Hwy 25/Hendersonville Road Co...	L4 Contract Management Approve	LPMO Claim	10/19/2017
3000034353	Hwy 25/Hendersonville Road Co...	L4 Contract Management Approve	LPMO Claim	10/13/2017
Contract Proposal	Contract Proposal	L3 LPMO Approved	LPMO Activity	10/10/2017

Expand

Page 1 Back 1 2 3 4 5 Forward 10



LOCAL PROJECTS

Saved Searches Go Advanced

LPMO Activity: New Back

Save and Back Save Cancel

Home

Help - LPMO

FAQ's

- Recent Items**
- 2000006231 SAP-2...
 - Erica Jefferies 1000...
 - 2000006230 Side W...
 - 1000002517 Sidewa...
 - LPMO_PY2014

Task Details [Edit](#)

General Data

Document Type*:

References

Account*:

Contact*:

Reference Doc. Date:

Change Status to Submit

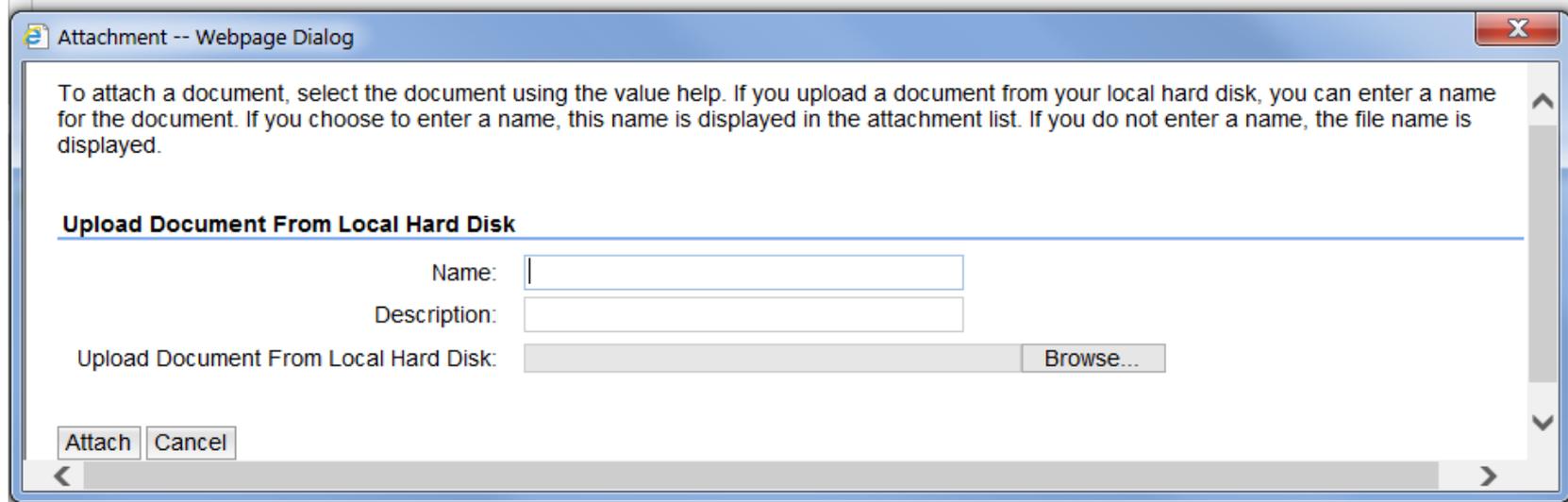
Status:

Notes

Attachments

No result found

- PE RFQ
- PE – PEF Selection Process
- PEF Tasks and Mandays/Hours with Rates
- PEF Contract – Design or ROW
- Environmental Documents
- Plans & Specifications
- ROW RFQ
- ROW – Consultant Selection and Cost Proposal
- ROW Appraisal Documents
- ROW Certification Documents
- Contract Proposal
- Concurrence Request
- Construction Contract
- CEI RFQ
- CEI – PEF Selection Process
- CEI Cost Spreadsheet
- PEF Contract – CEI
- Other Documents



Submitting Revised Documents

The screenshot shows the NCDOT Local Projects web application interface. At the top left is the NCDOT logo (North Carolina Department of Transportation) and the text 'LOCAL PROJECTS'. On the top right, it says 'Welcome Craig McKinney'. Below the header is a search bar with 'Saved Searches' and buttons for 'Go', 'Advanced', and a trash icon. A breadcrumb trail shows 'Home'. On the left side, there is a navigation menu with 'Home', 'Help - LPMO', and 'FAQ's'. Below the menu is a 'Recent Items' section with a list of items: '1000002517 Sidewa...', '2000006230 Side W...', 'LPMO_PY2014', '2000006231 SAP-2...', and '214 Independent PE...'. The main content area features a 'Processes' window with a list of actions: 'New Application', 'Display Application', 'Change Application', 'View Agreement/Submit Document', 'Submit Change Request', 'Edit Change Request', 'Review Reimbursement Claims', 'New Reimbursement Claim', 'Change Reimbursement Claims', and 'View Program/Grants'. A red arrow points to the 'View Agreement/Submit Document' item.



LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches Go

Agreement: 2000006231, SAP-2010

- Home
- Help - LPMO
- FAQ's
- Recent Items**
- [2000006230 Side W...](#)
- [1000002517 Sidewa...](#)
- [LPMO_PY2014](#)
- [2000006231 SAP-2...](#)
- [214 Independent PE...](#)

Agreement Overview

General Data

Description: SAP-2010
 Grantee ID/Name: 1000001110 / CITY OF GREENSBORO
 Grantee Contact: 1000002786 / Erica Jefferies
 Program ID/Desc.: LPMO_PY2014 / LPMO Program
 Posting Date: 02/02/2015
 Employee Responsible: Vimal John
 Start Date: 02/02/2015
 End Date: 02/20/2015

Application Amounts

Total Approved Amount: 24,000.00 USD
 Authorized Amount: 0.00 USD
 Billing Req. Amount: 0.00 USD
 Cleared Item (ERP): 0.00 USD

Project Information

FA Project Number: Fa-001
 TIP number: TIP-01
 Division: 07 - Greensboro
 Status: Agreement Approved

DBE, MBE, WBE Participation Goals

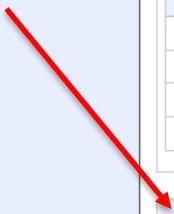
DBE %: 0.00 MBE %: 0.00 WBE%: 0.00

Items

WBS Element	Expense Type	Eligible for Funding	Authorized Amount	Authorized Claim Amt	Open Balance
	Total Project Funding	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	PE – Preliminary Engin...	<input checked="" type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	ROW – Right of Way	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	CON – Construction	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD

Transaction History

Transaction ID	Description	Transaction Type	Created On	Created By	Status
4000002521	SAP-2010	LPMO Change Req...	02/02/2015	Craig McKinney	Rejected
PE – PEF Process and Cost Proposal	PE – PEF Process a...	LPMO Activity	02/02/2015	Craig McKinney	Submit
1000002499	SAP-2010	LPMO Application	02/02/2015	Craig McKinney	L4 NCDOT Approved
2000006231	SAP-2010	LPMO Agreement	02/02/2015	Manoj Pandya	Agreement Approved
LPMO_PY2014	LPMO Program	Grantor Manageme...	08/08/2014	Vimal John	Released



Plans & Specifications	Plans & Specifications	LPMO Activity	02/08/2019	Curt White	Returned to LGA
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▼ Task Details  Edit

General Data	References
Document Type: Plans & Specifications Date: 02/08/2019 Status: Returned to LGA	Account: TOWN OF WAXHAW Contact: Curt White Reference ID: 200005618

▼ Attachments  Attachment  URL  With Template | Advanced Filter:

Description	Name	Created By	Created On	Actions
Plans	42795_Waxhaw_65%_FullSize_REVISIED_2019.0	2CWHITE2	02/08/2019 09:42	Properties 
Memo	65% Review Response to NCDOT.pdf	2CWHITE2	02/08/2019 09:42	Properties 

1. Upload new attachment(s)
2. Click on the pencil icon at the top
3. Change status to submit

Reimbursement



- Funding Authorization also allows the LGA to submit reimbursement requests.
- All reimbursement requests will be submitted through the EBS Portal
- Submit new Reimbursement Claim
- Only one claim can be submitted at a time
- A reimbursement claim must go through final approval before submitting a second claim.



LOCAL PROJECTS

Saved Searches

New Claim Form

Home

Help - LPMO

FAQ's

- Recent Items**
- 2000006231 SAP-2...
 - Erica Jefferies 1000...
 - 2000006230 Side W...
 - 1000002517 Sidewa...
 - LPMO_PY2014

/

Please fill out the following form. You can save data typed into this form.

North Carolina Department of Transportation Local Program Management Office Request for Reimbursement		
Project Sponsor:	CITY OF GREENSBORO	
Mailing Address:	PO Box 3136 GREENSBORO, NC 27402-3136	
TIP:	TIP-01	
Program:	LPMO_PY2014 - LPMO Program	
Agreement Number:	2000006231	Agreement Period From: 02/02/2015 To: 02/20/2015
Grantee ID:	1000000110	Federal Aid Number: Fa-001 Division: 07
Invoice Number:*	<input type="text"/>	Date Prepared:* 02/09/2015
Invoice Period: From:*	<input type="text"/>	To:* <input type="text"/> Final Invoice:* <input type="radio"/> Yes <input type="radio"/> No
DBE/MBE/WBE sub-contractor vendor payments made during this invoice period? * <input type="text"/>		
Submitted by:	Craig McKinney	Date: 2/9/15

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

EXPENSES:

Code	WBS	Description	Start Date	Approved Budget	Reimbursements To Date	Total Expenses This Period	Ineligible Expenses This Period	Eligible Expenses This Period	Reimbursable This Period	Remaining Budget
L001	12.3018287	PE – Preliminary Engineering	02/02/2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL				\$0	\$0	\$0	\$0	\$0	\$0	\$0

COMMENTS:

AUTHORIZING SUB-RECIPIENT SIGNATURE

The information supplied in this claim is true to the best of my knowledge, and conforms with the terms and conditions of this agreement.

Name:

Date: (mm/dd/yyyy)*

Check

Save

Submit

Typical Project Delivery Steps

✓ Agreement

-----Preliminary Engineering Authorization-----

- *Procuring Professional Services*
- Environmental Document (required)**
Plans (required)

-----Right of Way Authorization-----

- *Right of Way Acquisition*
- *Utility Relocation*

Right of Way Certification (required)
Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
 - *Construction & Administration*
- Final Inspection (required)**
 - *Final Reimbursement*

Questions

