



NORTH CAROLINA
Department of Transportation

Local Projects – Agreements, EBS Portal and Project Delivery

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August 14, 2024 – PTRC Lunch and Learn (Session 1)

Connecting people, products and places safely and efficiently with customer focus, accountability
and environmental sensitivity to enhance the economy and vitality of North Carolina

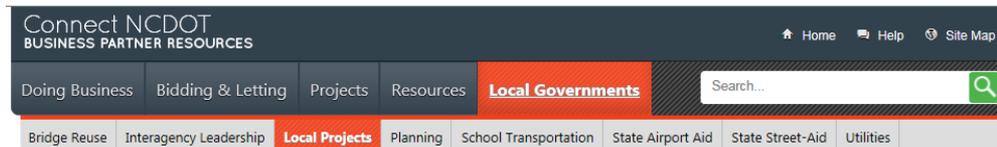
Overview of Presentation

- 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](#)

Local Programs Management (LPM) Handbook and Updates

Understand the Requirements of NCDOT and the Federal Highway

- Administration for federally-funded Projects

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*.

TEAMS – NCDOT Users

Teams ... ☰ +

- ▼ Your teams
- ▼ NCDOT - Programs Management Of...
 - General
 - Agreement Coordination
 - Board Agenda
- ▼ **NCDOT - Local Projects**
 - General**
 - Webinars_Meetings
- ▼ NCDOT - FFATA Document Site
 - General

General

Posts
Files
Notes
+ Add

+ New
↑ Upload
📄 Edit in grid view
🔗 Share
🔗 Copy link
🔄 Sync
...

Documents > **General**

Name	Modified	+ Add column
EBS	March 18	
Resources by Subject Matter	March 18	
Template Letters to LGA	March 18	
TRAINING	April 5	
Local Projects_Bidding or Construction.xlsx	July 16	

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 – pays for costs of acquiring ROW, appraisals and other ROW associated costs.
- UTIL: Utility Relocation – pays for relocating utilities.
- 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 Municipality by authority duly given.

L.S. ATTEST: TOWN OF GARNER

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.

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

Town of Garner

Remittance Address:

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

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

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, UTIL 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:

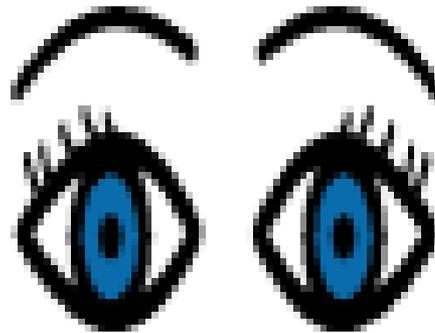
- Review and approve dates for delivery
- Review and approve plans, environmental documents, right of way documents, construction contracts
- Oversee construction and close-out activities
- Process ROW, UTIL and CON reimbursements
- Provide Notice to Proceed for ROW, UTIL and CON Authorization
- Coordinate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

HELPFUL HINTS

- Use Chrome or Edge
- 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 in Section 2 of the form.

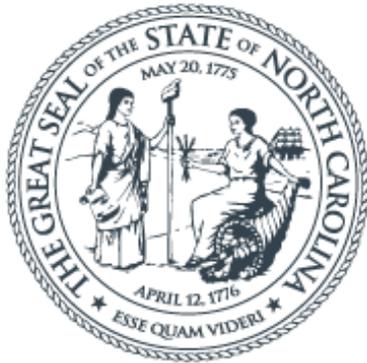
Local Programs Management System Access Authorization Form

The new Local Programs Management System requires a User ID and Password for access in the system. Complete Sections 1-3 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: _____	Email: _____
Telephone: (____) _____	Fax: (____) _____
Remittance Address: _____	
Note: Remittance address is the official location for payment. Invoices and backup documentation will need to match the remittance address. Error in identifying the correct location will result in delayed payments.	
Section 2 – Username or Secure 8-Digit Number	
Username: _____ . If you are a Current User of the NCDOT GRANTS System (Powell Bill, GHSP, PTD, etc.) enter your username. There is no need to create a Secure 8-digit number below.	
Secure 8-digit number: _____ . If you are a New User, you must create an 8-digit #. We recommend using the last 4 digits of your SSN & birthday (MMDD). If you forget your password, you will need this 8-digit # to retrieve your information. Once cleared, you will receive an email with your personal User ID and a temporary password. You must create a new password prior to logging into the Grants System for the first time.	
Section 3 – Access Request Information	
<input type="checkbox"/> Submit PID Application (allows you to request an agreement)	
<input type="checkbox"/> View Agreement & Submit Documentation (ex: Plans & Specifications, Cost Proposals)	
<input type="checkbox"/> Create/Submit Reimbursement Request/Claims (this may be a finance officer role only)	
<input type="checkbox"/> Create/Submit Change Request (Amendment/Revision) (used to request funding authorizations or a supplemental agreement)	
<input type="checkbox"/> Display/View Application, Agreement, Documents, Reimbursement Claims & Change Requests (for staff who do not need to submit documents and only want to review information available. This role will not allow any workflow activities)	
I certify information above is accurate and I am the authorized person to perform the duties listed:	
Print Name: _____	
Signature: _____	
I approve the above staff member to have access to the Local Project System on behalf of our Municipality:	
Authorized Official Signature: _____	
Section 4 – For LPMO Use Only	
SAP Vendor Number: _____	Business Partner: _____

Enterprise Business System (EBS)

• NCDOT EBS



Enterprise Business Services

User *

Password *

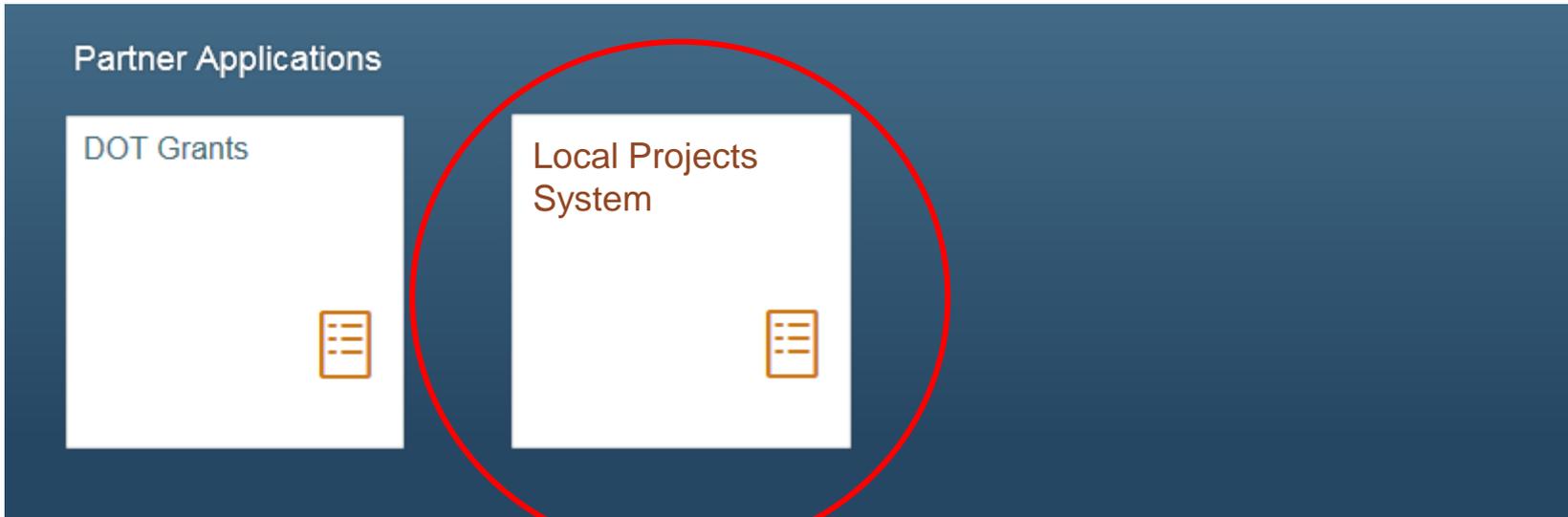
Passwords are case sensitive

Log On

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

EBS Portal

Partner Applications



REQUEST FOR AN AGREEMENT

From your Home Screen, select “New Application”

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 Agustin Rodriguez". A search bar labeled "Saved Searches" is present, along with "Go" and "Advanced" buttons. The left sidebar contains navigation links for "Home", "Help - LPMO", and "FAQ's", and a "Recent Items" list with various project identifiers. The main content area features a "MENU" with the following items: "New Agreement Application" (highlighted with a red arrow), "Edit Agreement Application", "View Agreement Application", "Submit Document/View Agreement", "Display Documents", "New Change Request", "Edit Change Request", "New Reimbursement Claim", "Edit Reimbursement Claims", "View Reimbursement Claims", and "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 letters. A user is logged in as "Welcome Craig McKinney". The search bar contains "Search: Application Form" and a "Back" button. On the left, there is a navigation menu with "Home", "Help - LPMO", and "FAQ's". Below this is a "Recent Items" list with entries like "200006230 Side W...", "LPMO_PY2014", "200006231 SAP-2...", "214 Independent PE...", and "100002499 SAP-2...". 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: 9,999", "Search", "Clear", "Save Search As:", and "Save". 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. The browser's status bar at the bottom right shows a magnifying glass icon and "110%".

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

Welcome Craig McKinney

Search: Application Form

Home

Help - LPMO

FAQ's

Recent Items

- 200006230 Side W...
- LPMO_PY2014
- 200006231 SAP-2...
- 214 Independent PE...
- 100002499 SAP-2...

Search Criteria

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

110%

APPLICATION FOR NEW PROJECT

The image displays two screenshots of the NCDOT Local Projects application form. The left screenshot shows the 'DEMOGRAPHIC INFO' and 'CONTACT INFO - Agreements' sections. The right screenshot shows the 'FUNDING SOURCE' table and 'ELIGIBLE PHASES' section.

DEMOGRAPHIC INFO

Name of Entity: CITY OF CHARLOTTE

MPORPO: Please Select

Type: Please Select

CONTACT INFO - Agreements

Name: Agustín Rodríguez

Title: [Empty]

Address: [Empty]

Phone #1: 802147852 Phone #2: [Empty]

Email: agustin.rodriguez@ci.charlotte.nc.us

CONTACT INFO - Project Delivery Same as Agreements

Name: [Empty]

Title: [Empty]

ELIGIBLE PHASES

PE: Year Programmed

Pre-construction Activities:

Implementation of a Program:

Non-construction Purchases:

ROW: Year Programmed

Acquisition of ROW:

Utility Relocation:

CON: Year Programmed

Construction, CEI, Contract Admin:

FUNDING SOURCE

FUNDING SOURCE	FEDERAL		NON-FEDERAL MATCH			
	Federal Amount	Fed %	State Amount	State %	Local Amount	Local %
Select One		%		%		%
Select One		%		%		%
Select One		%		%		%
Totals						
TOTAL PROJECT FUNDING	\$0					
TOTAL ESTIMATED COST*						
DIFFERENCE B/W FUNDING AND COST	\$0					
TOTAL LGA LIABILITY	\$0					
Delivery Dates						
Start of ROW Acquisition (MM/DD/YYYY)		LGA Proposed		Division Approved		
Let Date (MM/DD/YYYY)						
Completion Date (MM/DD/YYYY)						
Comments						

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

- LPMO will create the agreement and start DocuSign process in EBS.
- 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 for Funding Request

The screenshot displays the NCDOT LOCAL PROJECTS web application. At the top left is the NCDOT logo (North Carolina Department of Transportation). The main header area is dark blue with the text 'LOCAL PROJECTS' in large white letters. To the right of the header, it says 'Welcome Agustin Rodriguez'. Below the header is a search bar with 'Saved Searches' and a 'Go' button. A 'Home' button is visible in the top left of the main content area. On the left side, there is a navigation menu with 'Home', 'Help - LPMO', and 'FAQ's'. Below this is a 'Recent Items' list containing several project entries. The main content area features a 'MENU' dropdown with the following options: 'New Agreement Application', 'Edit Agreement Application', 'View Agreement Application', 'Submit Document/View Agreement', 'Display Documents', 'New Change Request', 'Edit Change Request', 'New Reimbursement Claim', 'Edit Reimbursement Claims', 'View Reimbursement Claims', and 'View Program/Grants'. A red arrow points to the 'New Change Request' option.

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Agustin Rodriguez

Saved Searches Go Advanced

Home Back

Home

Help - LPMO

FAQ's

Recent Items

- 2000004525 Interse...
- 3267 Environmental...
- 4000014941 Interse...
- 3000086289 Interse...
- 1000003271 Interse...
- 20759 Environmen...
- 20757 PEF Tasks a...
- Allison Brickey 100...
- 20763 ROW Apprai...
- 2000023058 ITS: H...

MENU

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

Find your Project

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches ▾

Go Ad

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

Change Request Form

New Change Request Form - [SAP] - Work - Microsoft Edge
https://qcr.ebs.nc.gov/grants(bd11bizjPTYwMCzkPW1pbg=)/default.htm

Welcome Agustin Rodriguez

NCDOT LOCAL PROJECTS
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Home
Help - LPMO
FAQ's

Recent Items
2000004525 Interse...
3267 Environmental...
4000014941 Interse...
3000086289 Interse...
1000003271 Interse...
20759 Environment...
20757 PEF Tasks a...
Allison Brickey 100...
20763 ROW Apprai...
2000023058 ITS: H...

Enterprise Business Services Local Program Management Office
Change Request

PROGRAM ID LOCAL PROJECTS - LPMO

PROJECT DESCRIPTION Projects Managed Through LPMO

AGREEMENT 2000004525 - Intersection of Tuckaseegee-Berryhill-Th

SUB-RECIPIENT CITY OF CHARLOTTE

SUBMITTED BY Agustin Rodriguez

TIP C-5538

DIVISION 10

FA PROJECT CMS-1003(144)

TOTAL AVAILABLE FUNDING \$3,150,000

LET DATE(MM/DD/YYYY)

REASON/PURPOSE* Choose One

REASON FOR CHANGE*
Choose One
Request for Fund Authorization Transfer Attach Cost Estimates
Request for Supplement Agreement

Submit a Change Request



LOCAL PROJECTS

Welcome Agustin Rodriguez

Saved Searches

New Change Request Form

Home

Help - LPMO

FAQ's

Recent Items

- 200004525 Interse...
- 3267 Environmental...
- 4000014941 Interse...
- 3000086289 Interse...
- 1000003271 Interse...
- 20759 Environment...
- 20757 PEF Tasks a...
- Allison Brickey 100...
- 20763 ROW Apprai...
- 2000023058 ITS: H...

TIP

DIVISION

FA PROJECT

TOTAL AVAILABLE FUNDING

LET DATE(MM/DD/YYYY)

REASON/PURPOSE*

REASON FOR CHANGE*

CODE	WBS	EXPENSE DESCRIPTION	START DATE (MM/DD/YYYY)	AUTHORIZED TO DATE	TOTAL AMOUNT REQUESTED	NON FEDERAL MATCH AMOUNT	FEDERAL AMOUNT	PROPOSED AMOUNT
L002	51008.2.1	ROW – Right of Way	09/26/2017	\$529,600.00			\$0.00	\$529,600.00
L003	51008.3.1	CON – Construction	10/21/2019	\$2,620,400.00			\$0.00	\$2,620,400.00
Total				\$3,150,000.00	\$0.00	\$0.00	\$0.00	\$3,150,000.00

AUTHORIZING SUB-RECIPIENT SIGNATURE

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

Name:* Date: (mm/dd/yyyy)*

Returned/Edit Change Request

The screenshot displays the NCDOT LOCAL PROJECTS web application. At the top left is the NCDOT logo (North Carolina Department of Transportation). The top right shows a user greeting: "Welcome Agustin Rodriguez". Below the logo is a navigation menu with "Home", "Help - LPMO", and "FAQ's". A "Recent Items" list is visible on the left side. At the top right, there is a search bar with "Saved Searches" and buttons for "Go" and "Advanced". A central menu box titled "MENU" contains the following items: "New Agreement Application", "Edit Agreement Application", "View Agreement Application", "Submit Document/View Agreement", "Display Documents", "New Change Request", "Edit Change Request" (highlighted with a red arrow), "New Reimbursement Claim", "Edit Reimbursement Claims", "View Reimbursement Claims", and "View Program/Grants".

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 make sure the funding is programmed in the correct Federal Fiscal Year.
- Once approved, the LGA will be notified by EBS system 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 Authorization pays for costs of acquiring ROW, appraisals and other ROW associated costs.
- UTILITY Funding Authorization pays for relocating utilities.
- Construction Funding will allow the LGA to advertise and let the construction project.

HOW TO SUBMIT A DOCUMENT



Submit Documents/View Agreement

- The LGA should submit all documents for review by the Department through the EBS 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. At the top left is the NCDOT logo (North Carolina Department of Transportation). The main header area is dark blue with the text 'LOCAL PROJECTS' in large white letters. To the right of the header, it says 'Welcome Agustin Rodriguez'. Below the header is a search bar with a 'Go' button and an 'Advanced' link. A breadcrumb trail shows 'Home'. On the left side, there is a vertical navigation menu with links for 'Home', 'Help - LPMO', and 'FAQ's'. Below this is a 'Recent Items' section listing various project identifiers and names. The main content area features a 'MENU' box with a list of actions: 'New Agreement Application', 'Edit Agreement Application', 'View Agreement Application', 'Submit Document/View Agreement', 'Display Documents', 'New Change Request', 'Edit Change Request', 'New Reimbursement Claim', 'Edit Reimbursement Claims', 'View Reimbursement Claims', and 'View Program/Grants'. A red arrow points to the 'Submit Document/View Agreement' option.

Find Project Agreement

The screenshot shows the NCDOT Local Projects search interface. At the top left is the NCDOT logo and the text 'LOCAL PROJECTS'. On the right, it says 'Welcome Craig McKinney'. Below the header is a search bar containing 'Grantor Agreements' and a 'Saved Searches' dropdown. A navigation menu on the left includes 'Home', 'Help - LPMO', 'FAQ's', and 'Recent Items' with a list of project names. The main search area has a 'Search Criteria' section with a dropdown menu set to 'TIP number' and an operator 'is'. Below this are fields for 'Maximum Number of Results' (set to 100) and 'Save Search As:'. There are 'Search' and 'Clear' buttons. The 'Result List' section shows a table with columns: Agreement ID, Description, Grantee Name, TIP number, Program ID, and Status. The table contains one row: 'No result found'.

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches Go Advanced

Search: Grantor Agreements

Archive Search

Search Criteria [Hide Search Fields](#)

TIP number is

Maximum Number of Results:

Save Search As:

Result List

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

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		
DBE, MBE, WBE Participation Goals			
DBE %:	0.00	MBE %:	0.00
WBE%:	0.00		

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

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 Enginee...	<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: 2000032496, Black Creek Greenway Construction

Save | Cancel | Refresh | DocuSign - Start Signing Process | DocuSign - Signing Status

Notes				Filter:
Actions	Text Type	Text		Language
	Division Notes	4/20/23 - RH - Items for CON funding: - 100% plans - RDWY – approved - STR – approved - HYD – approved - GEO - not approved - 100% Specs a...		English
	Header Note	Header Log: sending email on: 20190624 - 104558 Email subject: TIP# EB-5894 - LPMO Agreement 2000032496 Fully Executed Email sent without ...		English

Attachments					Filter:
Attachment URL With Template Download Advanced					
Description	Name	Created By	Created On	Actions	
Executed_06.11.18	A_EB-5894_Signed Agreement	LCALDWELL7	06/24/2019 10:45	Properties	
Executed_10.12.2020	A1_EB-5894_Supplemental (9237)	MTMATTHEWS	10/13/2020 08:56	Properties	
Executed 4.10.2024	A2_EB-5894_Supplemental (12845)	SGIBBS	04/12/2024 11:50	Properties	
Approved_12.20.2019	B_EB-5894 - CatEx	RJHAYES	01/02/2020 15:31	Properties	
Approved - 2023-04-17	B1_EB-5894 - CE Consult	RJHAYES	04/20/2023 07:43	Properties	
6%	BL-0024-EB-5894 - DBE Goal	RJHAYES	07/18/2023 14:58	Properties	
Approved 6/06/22	C_EB-5894 - ROW Cert	RJHAYES	06/09/2022 14:49	Properties	
Approved 6/29/22	D_EB-5894 - Utility-RR Certification	RJHAYES	09/20/2022 08:56	Properties	
Crowder \$17,483,553.95	E_EB-5894_Concurrence in Award	SGIBBS	07/11/2024 16:39	Properties	

Upload Document(s) From Local Hard Disk:

Transaction History						Filter:
Transaction ID	Description	Transaction Type	Created On	Created By	Status	
CON_WORKING/SHOP DRAWINGS	CON_WORKING/SHOP DRAWINGS	LPMO Activity	08/07/2024	Kyle Hubert	Submit	
3000288819	Black Creek Greenway Construction	LPMO Claim	08/07/2024	Kyle Hubert	Submitted	
CON_SUPPLEMENTAL AGREEMENTS (WITH CO...	CON_SUPPLEMENTAL AGREEMENTS (WITH CON...	LPMO Activity	08/07/2024	Kyle Hubert	Submit	

Submit Documents / View Agreement

Agreement: 2000004525, Intersection of Tuckaseegee-Berryhill-Th - [SAP] - Work - Microsoft Edge

https://qcr.ebs.nc.gov/grants(bd1lbiZjPTYwMCZkPW1pbg=)/default.htm

Welcome Agustin Rodriguez

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION LOCAL PROJECTS

Agreement: 2000004525, Intersection of Tuckaseegee-Berryhill-Th

Save | X Cancel **Submit Documents** Refresh

Home
Help - LPMO
FAQ's
Recent Items
2000004525 Inters...
3267 Environmental...
4000014941 Interse...
3000086289 Interse...
1000003271 Interse...
20759 Environment...
20757 PEF Tasks a...
Allison Brickey 100...
20763 ROW Apprai...
2000023058 ITS: H...

Agreement Overview

General Data		Application Amounts	
Description:	Intersection of Tuckaseegee-Berryhill-Th	Total Approved Amount:	3,150,000.00 USD
Grantee ID/Name:	1000000153 / CITY OF CHARLOTTE	Authorized Amount:	3,150,000.00 USD
Grantee Contact:	2000008735 / Allison Brickey	Billing Req. Amount:	392,987.20 USD
Program ID/Desc.:	LOCAL PROJECTS - LPMO / Projects Managed Throu...	Cleared Item (ERP):	392,987.20 USD
Posting Date:	02/08/2016		
Employee Responsible:	Madeline Rawley		
Start Date:	01/19/2016		
End Date:	09/26/2022		
DBE, MBE, WBE Participation Goals			
DBE G...	0.00	MBE G...	0.00
WBE ...	0.00		
		Project Information	
		FA Project Number:	CMS-1003(144)
		TIP number:	C-5538
		Division:	10 - Albemarle
		Status:	Agreement Approved

Items



LOCAL PROJECTS

LPMO Activity: New

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

General Data

Document Type*:

Change Status to Submit

Status:

Notes

References

Account*:

Contact*:

Reference Doc. Date:

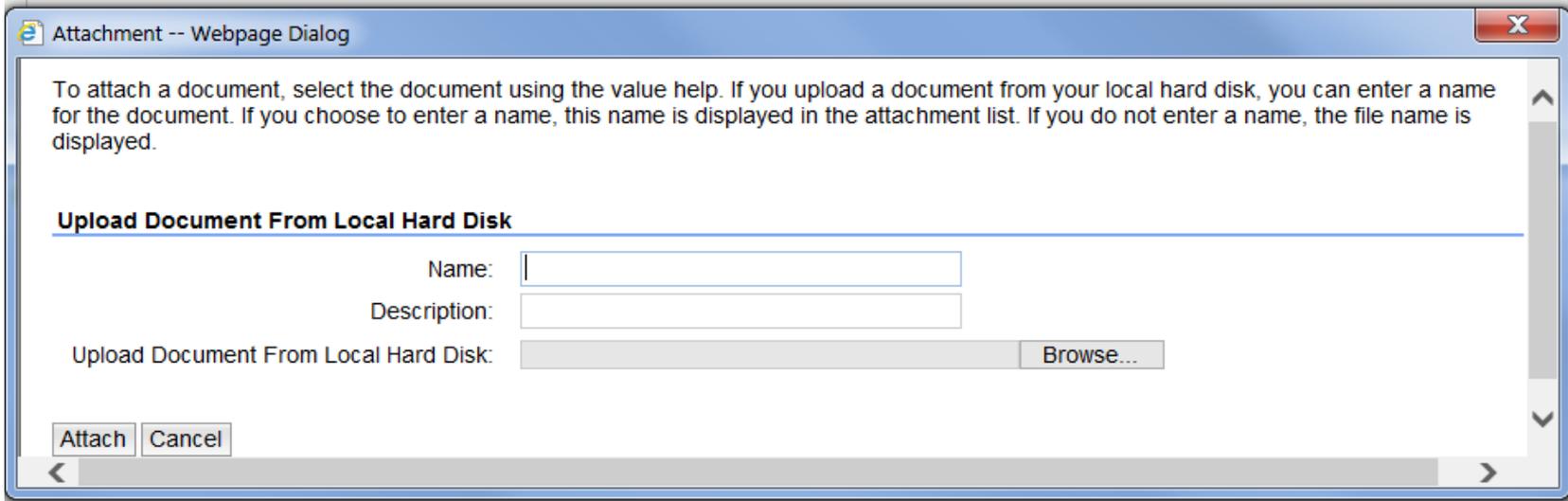
Attachments

Attachment

URL

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



Submit Documents / View Agreement

The screenshot shows a web browser window with the URL [https://qcr.ebs.nc.gov/grants\(bD1IbiZjPTYwMCZkPW1pbg==\)/default.htm](https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg==)/default.htm). The page title is "LPMO Activity: New - [SAP] - Work - Microsoft Edge". The application header includes the NCDOT logo and "LOCAL PROJECTS" text. A user is logged in as "Agustin Rodriguez". The main content area is titled "LPMO Activity: New" and contains a form with the following sections:

- Task Details** (with an "Edit" link)
- General Data**:
 - * Document Type: PS PE RFLOI
 - Date: 11/15/2021
 - Last Modified Date: (empty)
- References**:
 - Account: CITY OF CHARLOTTE
 - Contact: Agustin Rodriguez
 - Reference ID: 2000004525
 - TIP number: C-5538
- Change Status to Submit**:
 - Status: Open
- Notes**: (empty text area)

At the top of the form, there are buttons for "Save and Back", "Save", "Submit" (circled in red), and "Cancel". Below the form is an "Attachments" section with a "Filter:" input and a "No result found" message. At the bottom, there is an "Upload Document(s) From Local Hard Di..." section with "Choose Files" and "Upload" buttons.

Documents to Submit for Review in EBS

ITEMS YOU WILL SUBMIT for REVIEW

ACTIVITY	DESCRIPTION	ACTIVITY	DESCRIPTION
PS: PE RFLOI	Advertisement to solicit for engineering firms for design, environmental doc, etc.	PRE-CON: ROW APPRAISAL DOCUMENTS	Documents related to appraisal of ROW
PS: PE – PEF SELECTION PROCESS	Letter requesting concurrence on how LGA selected PEF for design or CEI Services	PRE-CON: ROW CERTIFICATION DOCUMENTS	Documents related to acquisition of ROW
PS: PEF TASKS AND MANDAYS W RATES	Cost Estimate spreadsheet for PEF	PRE-CON: UTILITY/RAILROAD CERTIFICATION	Certification documents for Utilities/Railroad
PS: PEF CONTRACT – DESIGN OR ROW	Draft contract with PEF/other service provider	PRE-CON: CONTRACT PROPOSAL W ESTIMATE	Contract Proposal/Bid Proposal Document and Engineering estimate/bid estimate
PS: ROW RFLOI	Advertisement to solicit for engineering firms for ROW Professional Service.	PRE-CON: CONCURRENCE REQUEST – CONSTRUCTION AWARD	Letter requesting concurrence in LGA award to low bidder and supporting documents
PS: ROW – CONSULTANT SELECTION AND COST PROPOSAL	Cost Estimate spreadsheet for ROW Professional Service.	PRE-CON: OTHER DOCUMENTS	Any PRE-CON documents that need review but do not match listed PRE-CON categories
PS: CEI EXEMPTION	Request for CEI Exemption for PEF to perform Design and CEI services	CON: CONSTRUCTION CONTRACT	Executed Construction Contract (with Contractor)
PS: CEI RFLOI	Advertisement to solicit for engineering firms for Construction Engineering Inspection (CEI) Services.	CON: SUBCONTRACTOR AGREEMENT FORMS	Subcontractor Agreements b/w Contractor and Sub
PS: CEI – PEF SELECTION PROCESS	<i>Coming soon...</i>	CON: SUPPLEMENTAL AGREEMENTS (WITH CONTRACTOR)	Executed Supplemental Contracts (with Contractor)
PS: CEI COST SPREADSHEET	Cost estimate spreadsheet for PEF	CON: WORKING/SHOP DRAWINGS	Any Drawings done by contractor for retaining walls bridges, culverts, signal equipment, etc.
PS: PEF CONTRACT – CEI	Draft contract with PEF for CEI	CON: CONCURRENCE REQUEST – CONSTRUCTION COMPLETE	Letter from LGA to DOT requesting concurrence; includes letter from LGA to Contractor
PS: OTHER DOCUMENTS	Any PS documents that need review but do not match listed PS categories	CON: FINAL ESTIMATE CHECKLIST	Final Estimate Checklist
PRE-CON: ENVIRONMENTAL DOCUMENT	CE Checklist and supporting documentation	CON: REQUEST FOR PROJECT CLOSEOUT	Letter requesting close out
PRE-CON: CONCEPT/PRELIMINARY PLANS	No more than 25% plans	CON: OTHER DOCUMENTS	Any CON documents that need review but do not match listed CON categories
PRE-CON: ROW PLANS	65% - 75% plans		
PRE-CON: FINAL PLANS & SPECIFICATIONS	80% - 100% plans		
PRE-CON: UTILITY RELOCATION COSTS/AGREEMENTS	Cost estimates for Utilities/Relocation		

Submitting Documents



**HOW TO
RESUBMIT A
DOCUMENT**

Email Example for returned Activity in EBS

From: Sheila B. Gibbs <sbgibbs@ncdot.gov>
Sent: Thursday, February 1, 2024 4:46 PM
To: John Marshall <jmarshall@hickorync.gov>
Subject: PS_CEI RFLOI Returned for Corrections

CAUTION: This email originated from outside of the organization.

Dear John Marshall,

The Department has reviewed your PS_CEI RFLOI and returned for changes/corrections.

Please make the changes requested in the attached document and resubmit for review and approval.

Sincerely,
Sheila Gibbs

SBGIBBS@NCDOT.GOV

Letter in EBS for returned Activity in EBS

TIP : EB-6021

Document : PS CEI COST SPREADSHEET

Ref : PS_CEI COST SPREADSHEET Returned for Corrections/Changes

Activity that's been returned

Dear Angela Reincke,

The Department has returned your PS_CEI COST SPREADSHEET for corrections. Please make the below mentioned corrections and submit back for review.

CEI estimate is not approved. Need break down of costs for Lab Costs.

Reason for return

To view comments and resubmit revisions

- 1) Log into EBS Portal and select tile "Local Projects"
- 2) Select "View Agreement/Submit Documents" from Main Menu
- 3) Search for this project by the above TIP number and open
- 4) Scroll down to Transaction History
- 5) Find the Activity with the referenced document type with a status of Returned to LGA
- 6) Open activity:comments will be attached

Directions on resubmitting

To resubmit, follow above steps to open activity, attach revised documents, and click "submit" at the top.

Please feel free to contact your Local Project Manager should you have any questions or concern in regards to the above information.

Sincerely,
Raymond Hayes

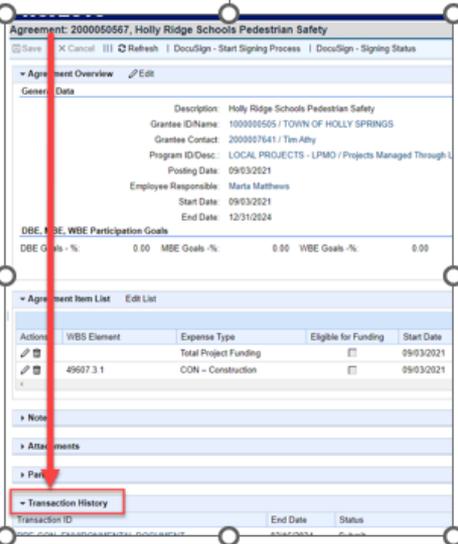
ext-rjhayes@ncdot.gov

NCDOT staff member that has
returned the activity

Submitting Revised Documents

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How to find your returned Activity



From VIEW AGREEMENT – scroll down to your Transaction History

▼ Transaction History							
Transaction ID	End Date	Status	Description	Transaction Type	Created On	Created By	
PRE-CON_ENVIRONMENTAL DOCUMENT	02/16/2024	Submit	PRE-CON_ENVIRONMENTAL DOCUMENT	LPMO Activity	02/16/2024	Tim Athy	
PRE-CON_ROW PLANS	11/06/2023	Division Approved-WF Complete	PRE-CON_ROW PLANS	LPMO Activity	11/06/2023	Tim Athy	
PRE-CON_UTILITY/RAILROAD CERTIFICATION	07/28/2023	Division Approved-WF Complete	PRE-CON_UTILITY/RAILROAD CERTIFICATION	LPMO Activity	07/28/2023	Tim Athy	
PRE-CON_CONCEPT/PRELIMINARY PLANS	06/26/2023	Returned to LGA	PRE-CON_CONCEPT/PRELIMINARY PLANS	LPMO Activity	06/26/2023	Tim Athy	
PRE-CON : ENVIRONMENTAL DOCUMENT	09/10/2021	Division Approved-WF Complete	PRE-CON : ENVIRONMENTAL DOCUMENT	LPMO Activity	09/10/2021	Tim Athy	
PRE-CON : CONCEPT/PRELIMINARY PLANS	09/10/2021	Division Approved-WF Complete	PRE-CON : CONCEPT/PRELIMINARY PLANS	LPMO Activity	09/10/2021	Tim Athy	
2000050567		Pre-Construction	Holly Ridge Schools Pedestrian Safety	LPMO Agreement	09/03/2021	Marta Matthews	
1000011597		L4 NCDOT Approved	Holly Ridge Schools Pedestrian Safety	LPMO Application	06/17/2021	Tim Athy	

Returned Letter attached to Activity

LPMO Activity: PRE-CON_ROW PLANS

✓ Back | Save | ✕ Cancel | Submit

▼ Task Details [Edit](#)

General Data **References**

Document Type: PRE-CON_ROW PLANS
 Date: 01/29/2024
 Last Modified Date: 02/20/2024

Change Status to Submit

Status: Returned to LGA

Notes

No data

▼ Attachments [Attachment](#) [URL](#) [With Template](#) | [Download](#) **Advanced** [separate document with comments](#)

Description	Name	Created By	Created On
WF-BATCH_20240220_150124	PRE-CON_ROW PLANS Returned for Correctio	WF-BATCH	02/20/2024 15:01
	BL-0026 - GEO - 2024-02-15 - Comments	RJHAYES	02/20/2024 15:00
	BL-0026_TOP Reactions_Strength	2TCRAYTON	01/29/2024 13:56
	BL-0026_GEO_BRDG_RECOMMENDATIONS	2TCRAYTON	01/29/2024 13:56
	BL-0026_Kit Creek Trib 2_SR1628_HSR	2TCRAYTON	01/29/2024 13:56
	BL-0026 - GEO - Falcon Response to 2023-	2TCRAYTON	01/29/2024 13:56
	BL-0026 Foundation Calculations	2TCRAYTON	01/29/2024 13:56

Copy of return letter (pointing to 'PRE-CON_ROW PLANS Returned for Correctio')

separate document with comments (pointing to 'BL-0026 - GEO - 2024-02-15 - Comments')

Upload Document(s) From Local Hard Disk:

Example of confusing Transaction History ☹️

▼ Transaction History		
Transaction ID	End Date	Status
PRE-CON_FINAL PLANS & SPECIFICATIONS	02/08/2024	Submit
PRE-CON_FINAL PLANS & SPECIFICATIONS	02/08/2024	Rejected
PRE-CON_FINAL PLANS & SPECIFICATIONS	02/08/2024	Rejected
...		
PRE-CON_CONTRACT PROPOSAL W ESTIMATE	01/09/2024	Returned to LGA
PRE-CON_ENVIRONMENTAL DOCUMENT	09/08/2023	Division Approved-WF Complete
PRE-CON_CONTRACT PROPOSAL W ESTIMATE	08/10/2023	Rejected
PRE-CON_ENVIRONMENTAL DOCUMENT	08/10/2023	Returned to LGA
PRE-CON_CONTRACT PROPOSAL W ESTIMATE	08/09/2023	Returned to LGA
PRE-CON_FINAL PLANS & SPECIFICATIONS	08/08/2023	Returned to LGA
PRE-CON : UTILITY/RAILROAD CERTIFICATION	10/25/2022	Division Approved-WF Complete
PRE-CON : FINAL PLANS & SPECIFICATIONS	09/19/2022	Returned to LGA
PRE-CON : FINAL PLANS & SPECIFICATIONS	01/07/2022	Returned to LGA
PRE-CON : FINAL PLANS & SPECIFICATIONS	11/22/2021	Returned to LGA
PRE-CON : OTHER DOCUMENTS	08/31/2021	Returned to LGA





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.

Submit Reimbursement Request

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Agustin Rodriguez

Saved Searches Go Advanced

Home Back

Home

Help - LPMO

FAQ's

Recent Items

- 2000004525 Interse...
- 3267 Environmental...
- 4000014941 Interse...
- 3000086289 Interse...
- 1000003271 Interse...
- 20759 Environment...
- 20757 PEF Tasks a...
- Allison Brickey 100...
- 20763 ROW Apprai...
- 2000023058 ITS: H...

MENU

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

Reimbursement Form

New Claim Form - [SAP] - Work - Microsoft Edge
https://qcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg=)/default.htm

LOCAL PROJECTS
Welcome Agustin Rodriguez

Saved Searches
Go

New Claim Form
Back

Home

Help - LPMO

FAQ's

Recent Items

- 2000004525 Interse...
- 3267 Environmental...
- 4000014941 Interse...
- 3000086289 Interse...
- 100003271 Interse...
- 20759 Environment...
- 20757 PEF Tasks a...
- Allison Brickey 100...
- 20763 ROW Apprai...
- 2000023058 ITS: H...

Enterprise Business Services

Local Program Management Office

Request for Reimbursement

<p>Project Sponsor: <input type="text" value="CITY OF CHARLOTTE"/></p> <p>Program: <input type="text" value="LOCAL PROJECTS - LPMO - Projects Managed Through LPMO"/></p> <p>Grantee ID: <input type="text" value="1000000153"/></p> <p>Division: <input type="text" value="10"/></p> <p>Agreement From: <input type="text" value="01/19/2016"/></p> <p>Invoice Number: * <input type="text"/></p> <p>Invoice Period From: * <input type="text"/></p> <p>Remittance Address: <input type="text" value="PO Box 31032 CHARLOTTE, NC 28231-1032"/></p>	<p>Mailing Address: <input type="text" value="PO Box 31032 CHARLOTTE, NC 28231-1032"/></p> <p>TIP: <input type="text" value="C-5538"/></p> <p>Federal Aid #: <input type="text" value="CMS-1003(144)"/></p> <p>Agreement Number: <input type="text" value="2000004525"/></p> <p>Agreement To: <input type="text" value="09/26/2022"/></p> <p>Date Prepared: * <input type="text" value="11/15/2021"/></p> <p>Invoice Period To: * <input type="text"/></p> <p>Comments: <input type="text"/></p>
---	--

DBE/MBE/WBE sub-contractor vendor payments made during this invoice period? *
 Yes No

Final Invoice: * Yes No

Reimbursement Form – cont.

New Claim Form - [SAP] - Work - Microsoft Edge
 https://qcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg=)/default.htm

Welcome Agustin Rodriguez

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION **LOCAL PROJECTS**

Saved Searches [] Go Advanced [] []

New Claim Form [] Back []

Home
 Help - LPMO
 FAQ's

Recent Items
 200004525 Interse...
 3267 Environmental...
 400014941 Interse...
 3000086289 Interse...
 100003271 Interse...
 20759 Environment...
 20757 PEF Tasks a...
 Allison Brickey 100...
 20763 ROW Apprai...
 2000023058 ITS: H...

Grantee ID: 1000000153 Federal Aid #: CMS-1003(144)
 Division: 10 Agreement Number: 2000004525
 Agreement From: 01/19/2016 Agreement To: 09/26/2022
 Invoice Number: * Invoice Period From: * Invoice Period To: *
 Date Prepared: * 11/15/2021
 Remittance Address: PO Box 31032 CHARLOTTE, NC 28231-1032
 Comments: []

DBE/MBE/WBE sub-contractor vendor payments made during this invoice period? * Yes No
 Final Invoice: * Yes No

Code	WBS	Description	Start Date	Authorized To Date (\$)	Reimbursements To Date (\$)	Total Expenses This Period (\$)	Ineligible Expenses This Period (\$)	Eligible Expenses This Period (\$)	Reimbursable This Period (\$)	Remaining Budget (\$)
L002	51008.2.1	ROW – Right of Way	09/26/2017	\$529,600.01	\$392,987.20			\$0.00		\$136,612.
L003	51008.3.1	CON – Construction	10/21/2019	\$2,620,400.	\$0.00			\$0.00		\$2,620.40
Total				\$3,150,000.	\$392,987.20	\$0.00	\$0.00	\$0.00	\$0.00	\$2,757,01.

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: * Agustin Rodriguez Date: (mm/dd/yyyy) * 11/15/2021

Check Save Submit

Edit Reimbursement Request

The screenshot shows the NCDOT LOCAL PROJECTS web application. The header includes the NCDOT logo and the text 'LOCAL PROJECTS'. A user greeting 'Welcome Agustin Rodriguez' is visible in the top right. Below the header, there is a search bar with 'Saved Searches' and buttons for 'Go', 'Advanced', and a trash icon. A navigation bar shows 'Home' and a 'Back' button. On the left, there is a sidebar with links for 'Home', 'Help - LPMO', and 'FAQ's', and a 'Recent Items' list. A 'MENU' window is open in the center, listing the following options: 'New Agreement Application', 'Edit Agreement Application', 'View Agreement Application', 'Submit Document/View Agreement', 'Display Documents', 'New Change Request', 'Edit Change Request', 'New Reimbursement Claim', 'Edit Reimbursement Claims', 'View Reimbursement Claims', and 'View Program/Grants'. A red arrow points to the 'Edit Reimbursement Claims' option.

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Agustin Rodriguez

Saved Searches Go Advanced

Home Back

Home
Help - LPMO
FAQ's

Recent Items

- 2000004525 Interse...
- 3267 Environmental...
- 4000014941 Interse...
- 3000086289 Interse...
- 1000003271 Interse...
- 20759 Environmen...
- 20757 PEF Tasks a...
- Allison Brickey 100...
- 20763 ROW Apprai...
- 2000023058 ITS: H...

MENU

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

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

