## NCDOT PTD Grant Application Process SR Logon to Grant EBS (Enterprise Sub-recipients return project agreement Contract, budgets, and awards sent to SR submits application sub recipients Sub-Recipient (SR) pins the EBS application Signs and returns Grant Agreement to PTD (DocuSign) Sub-Recipient: Open call for project applications and submits application in Rejected 24 Days 62 Days (Digital Signature) 36 Days MDS (L1) reviews application and attachments Approved Review & approve application and documents in EBS 70 Days MDS: Creates entry for March BOT Agenda Item I - 1 85 Days Assistant MDS Director (L2) Reviews grant application Application sent to BOT for Review Assistant MDS Director: Approve applications to go to BOT in March 76 Days Assistant MDS Director: Review applications in EBS 46 Days Accepted Agenda – BOT Application sent to Finance Meeting program of projects Item I-1 20 Days Application submission in TrAMS Application Review to Approval from FTA 76 Days / NCDOT Fiscal: Funding freeze for year-end accounting (can't create new projects during this time) 27 Days Finance Accounting Specialists (L3) generates contracts, budgets, and award letters Finance scans and attaches the signed project agreement and approves in EBS (L3 approval complete) Finance Manager (L4) reviews application in EBS EBS Application is transferred to the Deputy Director Finance prepares packet fo Deputy Secretary's signature Notification is sent to the Finance Manager to convert to an Agreement Send signed Agreements to Director and Finance Team: Approve EBS Applic. after DSMMT signs Agreement Finance Team: Application is converted to Agreement in EBS by Finance Manager Deputy Secretary (DocuSign) 33 Days 11 Days 16 Days \_Return - Board Rejection\_ Deputy Director: Review Agreement before sending to Deputy Director: Compiles BOT Agenda Item - I for SR for signature Deputy Director review Deputy Director review the EBS application Deputy Director or Director Pins the EBS application **∖** 10 Days / 35 Days Deputy Director: Pin Application in EBS -Returned-40 Days Deputy Director: Approved Deputy Director: Approve Approve Agreement Application in EBS in EBS 13 Days Director reviews the contract and initials it Agreement prior to DSMMT signature (DocuSign) 38 Days Deputy Secretary of Multi-Modal Transportation Deputy Director for Multi Modal reviews the contract and signs Final Signature Agreement (DocuSign) 35 Days