



FY25 UGA Contracting & Compliance Quick Reference Guide (Phase 3)

Step 8: Await an email from IMD with the following attached documents (typically these will arrive after the first of the year):

- Federal Certifications and Assurances
- Applicant and Attorney Affirmations
- Certifications and Restrictions on Lobbying
- Special Section 5333(b) Warranty
- Certification of Equivalent Service (if applicable)

Adopt all documentation within 90 days and upload the documents to EBS.

Step 9: Access your draft agreement by awaiting an email notification from DocuSign; the agreement will come to you for electronic signature only after NCDOT's BOT has approved a program of projects and NCDOT leadership has reviewed a draft agreement. After the signature has been electronically submitted, it will automatically be routed for further NCDOT signatures. The application will now be reviewed by NCDOT again prior to final approval of the agreement. After approval, an email notification from DocuSign will be sent to you with the finalized Agreement ID and copy of the agreement.

Step 10: Prepare workplan to ensure grant agreement compliance as applicable which includes the following:

- Implement automated scheduling software or ensure your existing automated scheduling software is in compliance with state requirements.
- Update EAM (formerly known as AssetWorks) and implement a workplan to ensure 80% or greater continued compliance.
- Implement a workplan to ensure invoices are submitted on a monthly or quarterly basis.
- Prepare for grant oversight by IMD.
- Review procurement guidance to ensure all procurement processes follow state and federal standards.
- Review your Safety and Security Plan. Identify your Safety Officer and Accountable Executive and ensure they are prepared to lead Safety and Security activities as outlined in your Safety and Security Plan.
- Ensure compliance with Federal Drug & Alcohol Testing Requirements.

Step 11: Expend grant funds according to approved budget and agreement. Prepare for NCDOT program auditing.

Step 12: Submit claims through the EBS portal: <https://www.ebs.nc.gov/irj/portal>

Note: For detailed instructions, please refer to the [UGA Guidance](#) on the IMD website.