



NORTH CAROLINA
Department of Transportation

ACCESS TO EBS/FIORI AND REQUESTING AGREEMENTS

Local Programs Management Office

3/18/2026

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

LPMO Webinar Schedule

- January – Project Selection – Prioritization / MPO Selection / Competitive Grants
- February – Understanding the STIP
- March – EBS/FIORI Access and Requesting Agreements
- April – EBS Navigation - Funding Authorizations, Submitting Documents, and Reimbursements



EBS/FIORI PROJECT SYSTEM

The Project Management Tool on the EBS Portal will be used to:

- Request new Agreements and Supplemental Agreements
- Submit Documents for review by the Department
- Request Funding Authorizations for each phase of work
- Submit Reimbursement Requests for work performed
- EBS Portal is the electronic filing cabinet for projects





Enterprise Business Services (EBS) External Access Request Procedure

Complete the following steps to request EBS access:

1. Register for an NCID Account: <https://ncid.nc.gov>
If you already have an NCID, continue with step 2
 - a. Click **Register!**
 - b. Select from the following categories, then proceed as directed.
 - Individual
 - State Employee
 - Local Government Employee

Create only one NCID per individual.

NCIDs must be for a specific individual.

- ✓ Do not select Business.
- ✓ Enter your First, Middle and Last name and your Email address.
- ✓ Do not create an account on behalf of someone else.
- ✓ Shared business or organization NCIDs will not be accepted for EBS use.
- ✓ NCIDs can be linked to multiple businesses/organizations in EBS. Do not create a new NCID for each grant program or organization supported. Use the same NCID for all EBS Access Requests.

Steps for Accessing Enterprise Business Services (EBS)

2. Complete an EBS External Access Request Form:

<https://www.ebs.nc.gov/sap/crmaccess/index.html>

- Select *Agency* from the dropdown.
- Enter *NCID Username*.
- Complete *User Information*:
 - Name as found on the NCID
 - Organizational information and address
 - Individual's Phone and Email as found on the NCID
 - If **Remittance Address** differs, enter the Remittance address in the **Comments** section
- Select *Role*.
- Complete *Code Verification*.
- Click *Submit*.

Your request will be rejected if:

- ✓ Your NCID does not exist.
- ✓ Your First, Middle, Last Name or Email does not match your NCID *exactly*.
- ✓ You already have an active EBS Account under a *different* NCID. Use your *original* NCID on the EBS Access Request.

Enterprise Business Services (EBS) External Access Request Application

User ID Information

Agency: *
NCDOT - LOCAL PRG MGMT OFFICE (LPMO) a.

Enter your valid NCID Username below: *
b.

*NOTE: If you do not have an NCID, click on the appropriate link: .

State Government Employees
Local Government Employees
Individual (Business Users, Federal Government, Non-State/Local Govt Consultants)

Last Name: *
c.

First Name: *
Middle Name (Enter N/A if not applicable): *
Job Title:
Organization Name (Legal Name of Entity - Registered with the NC Secretary of State): *
DBA (DBA, Individual's Consulting Firm or Airport Code) :
Organization Address: *
No P.O. Box...
City: *
State (select from drop down): *
Zip Code: *
Phone: *
Email (as found on NCID): *
Comments:
Select Role(s) and/or Action(s)
d.
Click the generate button to create a code:
Generate(Refresh)
Copy or type the code in the box: *
e.
Submit f.

Your NCID, name and email must match the NCID exactly!

The fields in this section differ based on the Agency selected.

Time Frame for Accessing Enterprise Business Services (EBS) and Troubleshooting

- ❖ On average, EBS Access Requests take 3-5 business days to process.
- ❖ For the status of your Access Request, contact the EBS Grant Security Coordinator:
lpmo@ncdot.gov
Include the following information in your email:
 - ✓ Name
 - ✓ Phone number
 - ✓ EBS Access Request Confirmation Number (Refer to page 2, step f.)
- ❖ You will receive an *EBS Welcome letter* when your account is ready to use.
 - Follow the First-Time logon instructions exactly as they are written.
 - If you are unable to logon, contact EBS Support at EBSSupport@ncdot.gov.
- ❖ *Government users* who access EBS via NCID, should change their password every 90 days: <https://ncid.nc.gov>
- ❖ *Non-Government users* who access EBS via myNCID, **MUST** change their myNCID password every 90 days: <https://myNCID.nc.gov>

Please note, Government and Non-Government users use different NCID websites to change passwords.

Notification of EBS Access

- You will receive an email from “Service Account - SAP Account”
- The email will be titled, “Welcome to the LPMO (Local Programs Management Office) Enterprise Business System (EBS) Portal.msg
- The email will have detailed instructions on logging into the Portal and troubleshooting access issues.

Note:

- You must login within 60 days of receiving the “welcome email”
- You must update your NCID password every 90 days
- To maintain access you must login once within a 395-day period

WE CANNOT ASSIST WITH NCID ISSUES

EBS Login



Enterprise Business Services

User: *

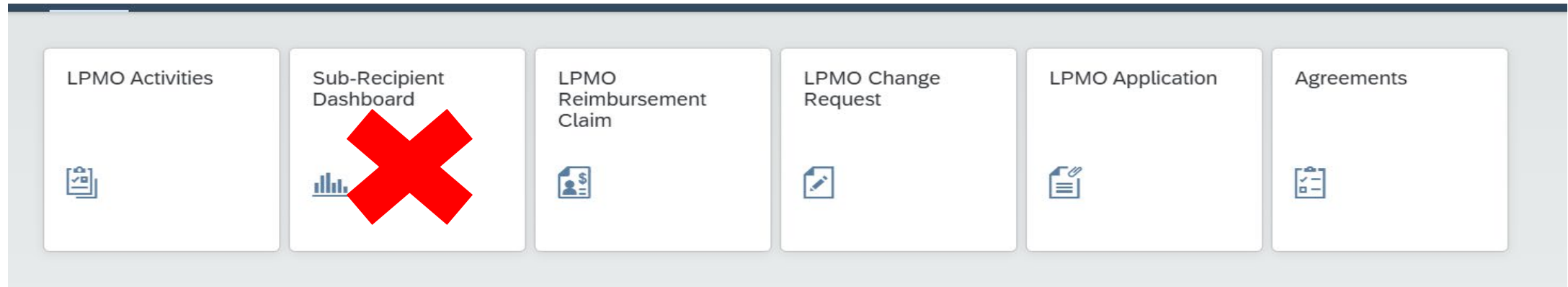
Next



Local Project Management Tool

The screenshot shows the top navigation bar of the Enterprise Business Services website. It includes the logo, the text "Enterprise Business Services", and a "Home" dropdown menu. Below the navigation bar are three main menu items: "Partner Applications", "Reports and Dashboards", and "Help". The "Partner Applications" menu item is underlined. Below the navigation bar, there are two white cards. The left card is titled "DOT Grants" and features a large red "X" over a small document icon, indicating it is not available or is being replaced. The right card is titled "Local Projects System" and features a large green checkmark over a small document icon, indicating it is the active or recommended tool.

FIORI Interface in EBS

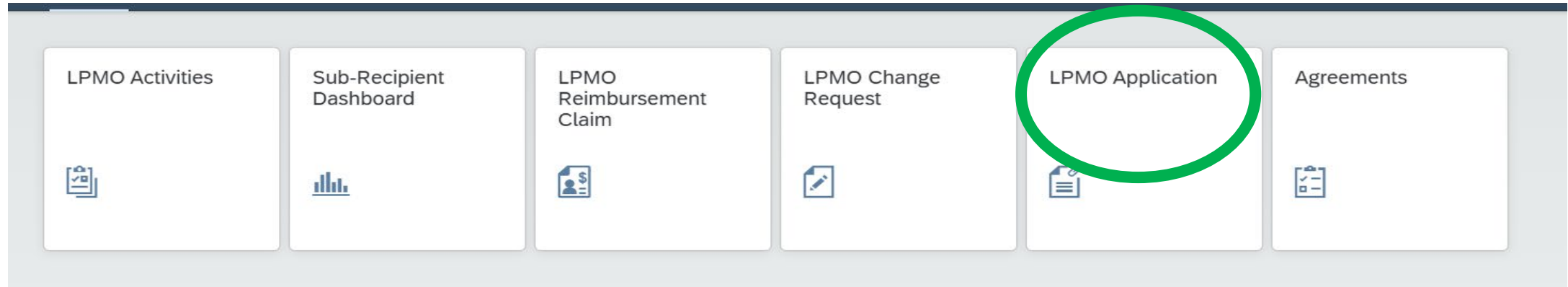


New FIORI Interface in EBS

- Access by TILES not a menu
- LPMO Activities - document submittals for review
- LPMO Reimbursement Claim - for reimbursement requests
- LPMO Change Request - to authorize funds or request a supplemental agreement
- LPMO Application - to request an agreement on a new project



Tiles Available through FIORI – LPMO Application



- LPMO Application - to request an agreement on a new project



Application Process – Agreement Request

Grantee ID: Grantee/Subrecipient Name: Status: Agreement Id: Tip Number: X Go Adapt Filters

1 2

Current (9) History (21)

Create Cancel ⌵

ID	Doc Type	Division	Status	Grantee ID	Grantee/SU
1000013270	North Blue Ridge Road Widening Proj...	05 - Durham	In Process by LGA	1000000029	CITY OF R
1000022403	B-5121/B-5317 Capital Blvd/Peace St...	05 - Durham	In Process by LGA	1000000029	CITY OF R
1000025112	Downtown Pedestrian Improvements-...	05 - Durham	L3 Pending LGA Approval	1000000029	CITY OF R
1000025113	Capital at Calvary- Improvement Proj...	05 - Durham	L3 Pending LGA Approval	1000000029	CITY OF R
1000025114	Martin Luther King Jr from Raleigh to ...	05 - Durham	L3 Pending LGA Approval	1000000029	CITY OF R
1000025115	Martin Luther King Jr from Gregg to R...	05 - Durham	L3 Pending LGA Approval	1000000029	CITY OF R
1000025116	Martin Luther King Jr from Garner to ...	05 - Durham	L3 Pending LGA Approval	1000000029	CITY OF R
1000025117	Martin Luther King Jr from Blount to ...	05 - Durham	L3 Pending LGA Approval	1000000029	CITY OF R
1000026023	Projects Managed Through LPMO		In Process by LGA	1000000029	CITY OF R



Application Management

1

Grantee ID: Grantee/Subrecipient Name: Status: Agreement Id: Tip Number: Go Adapt Filters

Current (13) History (21) Create Cancel ⌵

ID	Doc Type	Division	Status	Grantee ID	Grantee/Subrecipient Name
1000013270	North Blue Ridge Road Widening Proj...	05 - Durham	In Process by LGA	1000000029	CITY OF RALEIGH
1000022403	B-5121/B-5317 Capital Blvd/Peace St...	05 - Durham	In Process by LGA	1000000029	CITY OF RALEIGH



2

Grantee ID: Grantee/Subrecipient Name: Status: Agreement Id: Tip Number: Go Adapt Filters

Current (13) History (21) Create Cancel ⌵

ID	Doc Type	Division	Status	Grantee ID	Grantee/Subrecipient Name
1000013270	North Blue Ridge Road Widening Proj...	05 - Durham	In Process by LGA	1000000029	CITY OF RALEIGH
1000022403	B-5121/B-5317 Capital Blvd/Peace St...	05 - Durham	In Process by LGA	1000000029	CITY OF RALEIGH
1000025112	Downtown Pedestrian Improvements-...	05 - Durham	L3 Pending LGA Approval	1000000029	CITY OF RALEIGH



Application Process – Agreement Request – New Application

Enterprise Business Services LPMO Application

Program List

Program Description	Program ID	Start Date	End Date
Projects Managed Through LPMO	LOCAL PROJECTS - LPMO	15/02/2015	30/12/2099

Select Partner

Partner	Name
1000000029	CITY OF RALEIGH / RALEIGH NC 27602-0590

? New Report

You are about to create new LPMO Application. Are you sure?

Yes No



Application Process – Agreement Request – Completing Application

DEMOGRAPHIC INFO

CONTACT INFO

PROJECT INFORMATION

PROJECT DATA

FUNDING

ANTICIPATED MILESTONE DATES

ATTACHMENTS

1 Demographic Info:

Sponsor Name

CITY OF RALEIGH

Sponsor Address

RALEIGH NC 27602-0590

2 MPO/RPO:*

MPO*

Code

Name

003

Capital Area MPO

RPO*

Code

Name

No RPO selected

3 Type:*

Municipality

County

State Agency

Non Profit

Other(Please Explain)



Application Process – Agreement Request – Completing Contact Info

1000026027

LPMO Application

1000026027

Help

DEMOGRAPHIC INFO

CONTACT INFO

PROJECT INFORMATION

PROJECT DATA

FUNDING

ANTICIPATED MILESTONE DATES

ATTACHMENTS

4 Agreements:

Contact Name

Margo Medlin

Contact Title

Address

PO Box 590 RALEIGH, NC 27602-0590

Telephone

704-866-6834

Email

margom@cityofgastonia.com

5 Project Delivery:

Same as Agreements

Name

Title

Address

Phone #1

Phone #2

Email

Application Process – Agreement Request – Completing FFATA Contact

Enterprise Business Services LPMO Application

1000026027 LPMO Application 1000026027 Help

DEMOGRAPHIC INFO **CONTACT INFO** PROJECT INFORMATION PROJECT DATA FUNDING ANTICIPATED MILESTONE DATES ATTACHMENTS

6 FFATA Reporting: Same as Agreements Same as Project Delivery

Name

Title

Address

Phone #1 Phone #2

Email



Application Process – Agreement Request – Completing Project Information

DEMOGRAPHIC INFO

CONTACT INFO

PROJECT INFORMATION

PROJECT DATA

FUNDING

ANTICIPATED MILESTONE DATES

ATTACHMENTS

Project Information

Project Description*

Detailed Description*

7. SELECT NC NONATTAINMENT/MAINTENANCE COUNTY(IES):

Indicates partial county AQ designation

County*

Division:



Application Process – Agreement Request – Project Data

DEMOGRAPHIC INFO

CONTACT INFO

PROJECT INFORMATION

PROJECT DATA

FUNDING

ANTICIPATED MILESTONE DATES

ATTACHMENTS

Project Data

Tip*

WBS Element-PE

WBS Element-ROW

WBS Element-UTILITY RLOCATION

WBS Element-CON

Other WBS Element

Federal-Aid#



Application Process – Agreement Request – Selecting Funding

Funding

FEDERAL				NON-FEDERAL MATCH			
FUNDING SOURCE *	Federal Amount *	Fed %		State Amount	State %	Local Amount	Local %
Select One	0	0		0	0	0	0
Select One				0	0	0	0
Appalanchian Development Highway Program				0	0	0	0
Congestion Mitigation and Air Quality							
Carbon Reduction Program				0		0	
Highway Bridge Program							
Surface Transportation Block Grant-DA(STBG-DA)							
Surface Transportation Block Grant							
Transportation Alternatives-DA(TADA)							
Transportation Alternatives-SPOT(TAP)							
Transportation, Community and System Preservation							
High Priority Projects Program							

Anticipa

Select the applicable Federal funding source.

Application Process – Agreement Request – Entering Dollar Amounts

DEMOGRAPHIC INFO CONTACT INFO PROJECT INFORMATION PROJECT DATA **FUNDING** ANTICIPATED MILESTONE DATES ATTACHMENTS

Funding

FEDERAL			NON-FEDERAL MATCH			
FUNDING SOURCE*	Federal Amount*	Fed %	State Amount	State %	Local Amount	Local %
Surface Transportatio... <input type="text"/>	<input type="text" value="500,000.00"/>	<input type="text" value="80"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="100,000.00"/>	<input type="text" value="20"/>
Select One <input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>
Select One <input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>
Totals	<input type="text" value="500,000.00"/>		<input type="text" value="0.00"/>		<input type="text" value="100,000.00"/>	
TOTAL PROJECT FUNDING	<input type="text" value="600,000.00"/>					
TOTAL ESTIMATED COST*	<input type="text" value="600,000.00"/>					
DIFFERENCE B/W FUNDING AND COST	<input type="text" value="0.00"/>					
TOTAL LGA LIABILITY	<input type="text" value="100,000.00"/>					



Application Process – Agreement Request – Completing Schedule

DEMOGRAPHIC INFO

CONTACT INFO

PROJECT INFORMATION

PROJECT DATA

FUNDING

ANTICIPATED MILESTONE DATES

ATTACHMENTS

Anticipated Milestone Dates

Delivery Dates

LGA Proposed*

Division Approved

Start of ROW Acquisition (MM/DD/YYYY)

e.g. 12/31/2026



Let Date (MM/DD/YYYY)

e.g. 12/31/2026



Completion Date (MM/DD/YYYY)

e.g. 12/31/2026



Comments

AGENCY AUTHORIZING

I have read and accept terms and conditions

Attachments

Attachments (0)

Upload

[Back](#) [Check](#) [Save](#) [Submit](#)



Application Process – Delivery Dates

Delivery Dates	LGA Proposed*	Division Approved
Start of ROW Acquisition (MM/DD/YYYY)	11/01/2026	11/01/2026
Let Date (MM/DD/YYYY)	04/15/2027	09/01/2027
Completion Date (MM/DD/YYYY)	09/30/2027	03/01/2028

FFY Programed
FFY 2027
FFY 2027

If Starting ROW Acquisition Date of 11/1/2026, which is FFY 2027 you must request for funding between the dates 10/1/2026 – 9/30/2027

Let Date is 9/1/2027 which is FFY 2027. You must request for Construction prior to 9/30/2027.

Completion date of 3/1/2028 means acceptance of project, submittal of final reimbursement and closeout



Application Process – Eligible Phases and Responsibilities

ELIGIBLE PHASES		Select the Funding Year	PHASES - Responsible Party	
PE	2025		ENVIRONMENTAL DOCUMENTATION	<input checked="" type="radio"/> LGA <input checked="" type="radio"/> NCDOT
Pre-construction Activities	<input checked="" type="checkbox"/>		DESIGN	<input checked="" type="radio"/> LGA <input type="radio"/> NCDOT
Implementation of a Program	<input checked="" type="checkbox"/>		CONTRACT PROPOSAL AND ESTIMATE	<input type="radio"/> LGA <input checked="" type="radio"/> NCDOT
Non-construction Purchases	<input checked="" type="checkbox"/>		FINAL REPORT	<input type="radio"/> LGA <input checked="" type="radio"/> NCDOT
ROW	2025		RIGHT OF WAY DOCUMENTATION	<input checked="" type="radio"/> LGA <input checked="" type="radio"/> NCDOT
Acquisition of ROW	<input checked="" type="checkbox"/>		UTILITY RELOCATION	<input checked="" type="radio"/> LGA <input type="radio"/> NCDOT
UTIL	2025		FINAL ACCEPTANCE OF CONSTRUCT...	<input type="radio"/> LGA <input checked="" type="radio"/> NCDOT
Utility Relocation	<input checked="" type="checkbox"/>		CEI/CONSTRUCTION ADMINISTRATION	<input checked="" type="radio"/> LGA <input checked="" type="radio"/> NCDOT
CON	2025		MAINTENANCE	<input type="radio"/> LGA <input checked="" type="radio"/> NCDOT
Construction, CEI, Contract Admin	<input checked="" type="checkbox"/>			

Application Process – Agreement Request – Attaching Documents

- EBS allows you to Drag and Drop a document in the attachments or upload from a saved file

Attachments

Attachments (0)



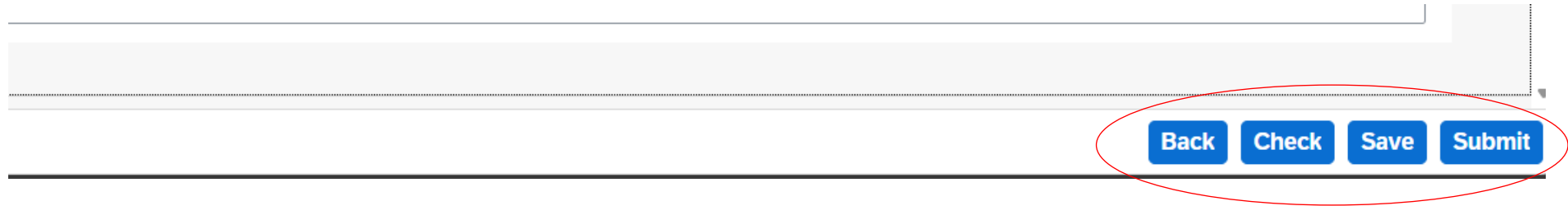
No Documents Available

Drop files to upload, or use the "Upload" button.

Upload

To add an attachment,
click **Upload**.

Application Process – Agreement Request – Options for Submitting



- ✓ BACK – Go back to previous screen
- ✓ CHECK – check application to ensure all required fields are completed (incomplete required fields will highlight in pink)
- SAVE – if you are not ready to submit, save progress on application and return at a later time to complete
- SUBMIT- the application is complete and the workflow will advance to LPMO for review



Actions for Application

Returned applications:

Issues with the application and must be corrected. The application will be returned to LGA with an email explaining the issues. When the corrections have been completed, please resubmit the returned application.

DO NOT start a new application.

The letter shown is an example of a returned application.

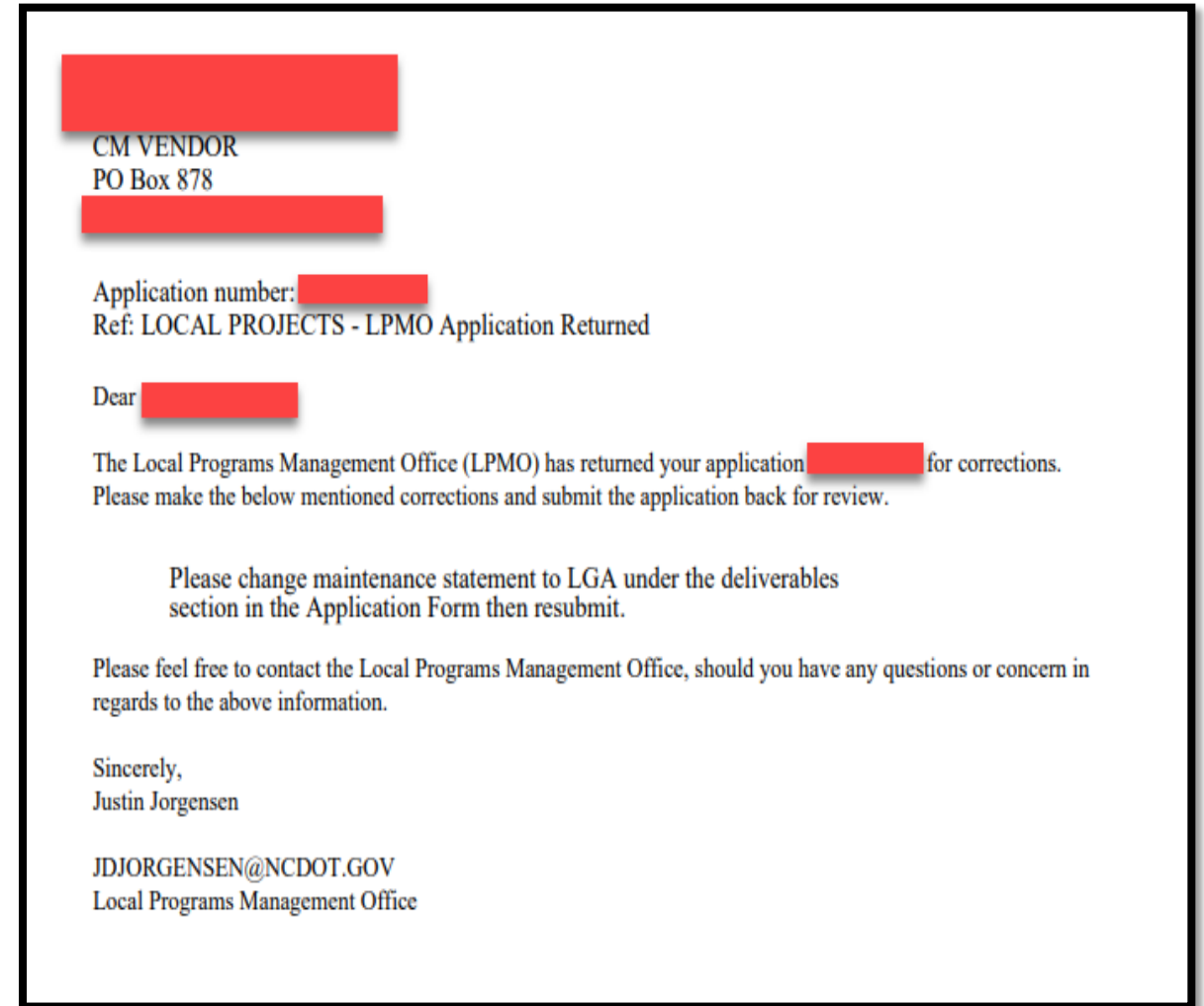
Rejected applications:

A new application will need to be submitted.

Rejected applications will have letter stating reason for rejection.

Approved applications:

Information has been reviewed and approved; agreement has been drafted and will be sent via Docusign



Steps to Submit Application through EBS

Items you need to verify prior to submitting your application for a Project in EBS.

- Having EBS access
- Programming in the STIP must be initiated
- Application and STIP should reflect each other (phases, year programmed, funding)
- If you have an Award Letter or memo from MPO attach to application in EBS

- Need to always know your schedule and if needs updating you take immediate action. Updating your schedule in the STIP is a 3–6-month process.
 - Refer back to LPMO February Webinar Topic on the STIP

Federal Fiscal Year Calendar: October 1 – September 30

Application Submitted

Application is reviewed by LPMO and the Division.

- Items that LPMO will compare your application with:
 - Check the online STIP to see what type of federal funding, amount of federal funding and to make sure the phases are programmed correctly.
 - Some types of federal funding may have deadlines and need to make sure it is programmed correctly or need special language included in the agreement.
 - Application funding – does the math equal based on your percentages. STIP may round to the nearest hundred, but the agreement must equal your percentages.
 - Your funding is usually 80/20, if not it must be in intervals of 5 (75/25, 70/30, etc.)
 - Check to make sure the Project has been approved on Item N Handout and/or Item N Approval.
 - Item N is the Board of Transportation agenda item for programming in the STIP

LPMO will then send to the Division for final review.

- Division will review the scope.
- Division will review the LGA's Proposed Delivery Dates and complete Division Proposed Delivery Dates. If these differ the Division will discuss with LGA and submit any schedule changes needed to update the schedule in the STIP

Agreement Prepared for LGA - DocuSign

Process:

Once the application has been reviewed, LPMO will draft the agreement and send it to the LGA using DocuSign

Key Benefits:

- LGA does not have to have a DocuSign account
- LGA can have as many signatures needed for the agreement
- Faster Agreement processing
- Cost Savings
- Secure and Reliable – tracks who viewed, signed and approved documents

Note:

- Some LGA's have their own DocuSign account to start the Agreement signing process.



Agreement Executed and PE is Eligible for Reimbursement

- Executed Agreement & Submitting a PE Funding Request
 - Once Agreement is fully executed and PE is an eligible phase for reimbursement the LGA must submit a Change Request in EBS.
 - The Change Request is an online form for the LGA to request PE
- While the LGA is waiting for PE funding to be authorized there are a few items that can be completed:
 - LGA can draft your RFLOI and have LPMO and Division review
 - LGA can advertise for PE services
 - LGA should not enter into a contract until NCDOT has reviewed and funding authorized
- *Note:*
 - *If PE is not eligible, engineering work can still move forward without delay*
 - *All engineering deliverables must be reviewed by NCDOT*
 - *It is recommended to hire a pre-qualified engineering firm familiar with DOT processes*
 - *NCDOT does not need to review contracts, tasks, or cost estimates for PEF services when Federal funds are not participating in those costs.*



LPMO/Division Standing Meetings with LGA's

- LPMO and the Division are working together on having scheduled meetings with each LGA.
- The meeting is designed to assist the LGA's by making sure the local projects are delivered and are being completed based on the project schedules.
- These meetings consists of LPMO contact, Division Project Manager, MPO/RPO Representative, STIP Representative and LGA Representative.
- This meeting is to allow the LGA's to ask any questions about EBS, any deliverables, any project questions.
- If you are a small LGA and we see an application for a new project, we will reach out and schedule a "Kick-off Meeting". This will be for LPMO and the Division to familiarize ourselves with new project and discuss the best way to move forward.

Please look at the meetings as being helpful!!!

LPMO/Division Standing Meetings with LGA's

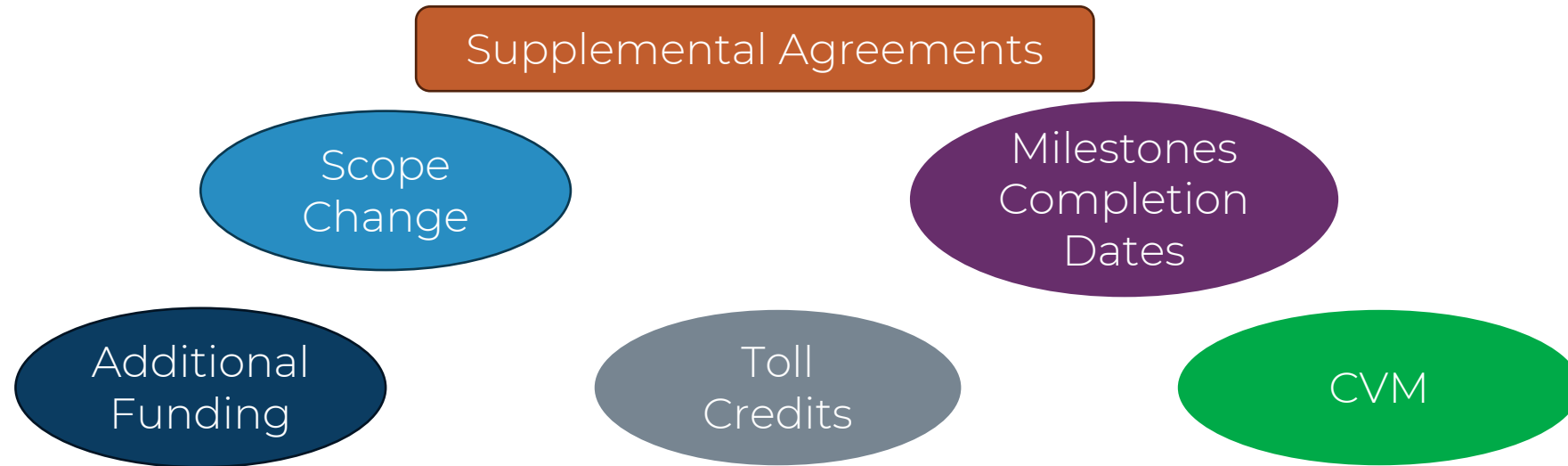
- LGA's use this meeting time to benefit you and your project:
 - EBS questions
 - Are there obstacles
 - Does the schedule need to moved
 - I don't have a phase listed in agreement, but we need to add. What are the steps?
- LPMO/Division will explain what is needed from LGA:
 - What is needed by next meeting
 - What are the next steps for your project

WE ARE ALL TEAM PLAYERS FOR A SUCCESSFUL PROJECT

Supplemental Agreements

When are Supplemental Agreements needed to the Municipal Agreement:

- If the scope of the project changes
- When additional funding has been awarded by the MPO/RPO (locally-selected projects)
- The milestones or completion dates need to be amended
- Cost Verification Memo (CVM) has been issued with higher project costs
- Project was awarded with Toll Credit funding



Supplemental Agreement - Submit Change Request

LPMO Activities



Sub-Recipient
Dashboard



LPMO
Reimbursement
Claim



LPMO Change
Request



LPMO Application



Agreements



Submit Change Request & Clean up Old Change Request

1

Grantee ID: Grantee/Subrecipient Name: Status: Agreement Id: Tip Number: WBS Element: Adapt

Current (1) **History (38)** **Cancel**

ID	Doc Type	Agreement Id	Agreement Desc	Division	Status
4000020011	New Bern Avenue Multimodal Improv...	2000004532	New Bern Avenue Multimodal Improv...	05 - Durham	Returned to LGA

2

Grantee ID: Grantee/Subrecipient Name: Status: Agreement Id: Tip Number: WBS Element: Adapt F

Current (1) History (38) **Cancel**

ID	Doc Type	Agreement Id	Agreement Desc	Division	Status
4000020011	New Bern Avenue Multimodal Improv...	2000004532	New Bern Avenue Multimodal Improv...	05 - Durham	Returned to LGA



Submit Change Request

Grantee ID: Grantee/Subrecipient Name: Status: Agreement Id: Tip Number:

WBS Element:

[Go](#) [Adapt Filters](#)

Current (11) History (84)

[Create](#) [Cancel](#)

Click **Create**.

Tip Number	ID	Doc Type	Agreement Id	Agreement Desc	
BL-0116	4000068455	A&Y Greenway Extension	2000074178	A&Y Greenway Extension	
BL-0041	4000068728	Lake Daniel & Latham Park Greenwa...	2000057794	Lake Daniel & Latham Park Greenwa...	07 - Greensboro
HL-0047	4000068729	Yanceyville / Sands / Old Battleground	2000059338	Yanceyville / Sands / Old Battleground	07 - Greensboro
U-5532 E	4000068755	General Sidewalk Improvements	2000032427	General Sidewalk Improvements	07 - Greensboro
HL-0046	4000068756	East Gate City Boulevard Modernizati...	2000057795	East Gate City Boulevard Modernizati...	07 - Greensboro



Submit Change Request – Find Associated Agreement

Enterprise Business Services | LPMO Change Request ▾

Agreements for the LPMO CR

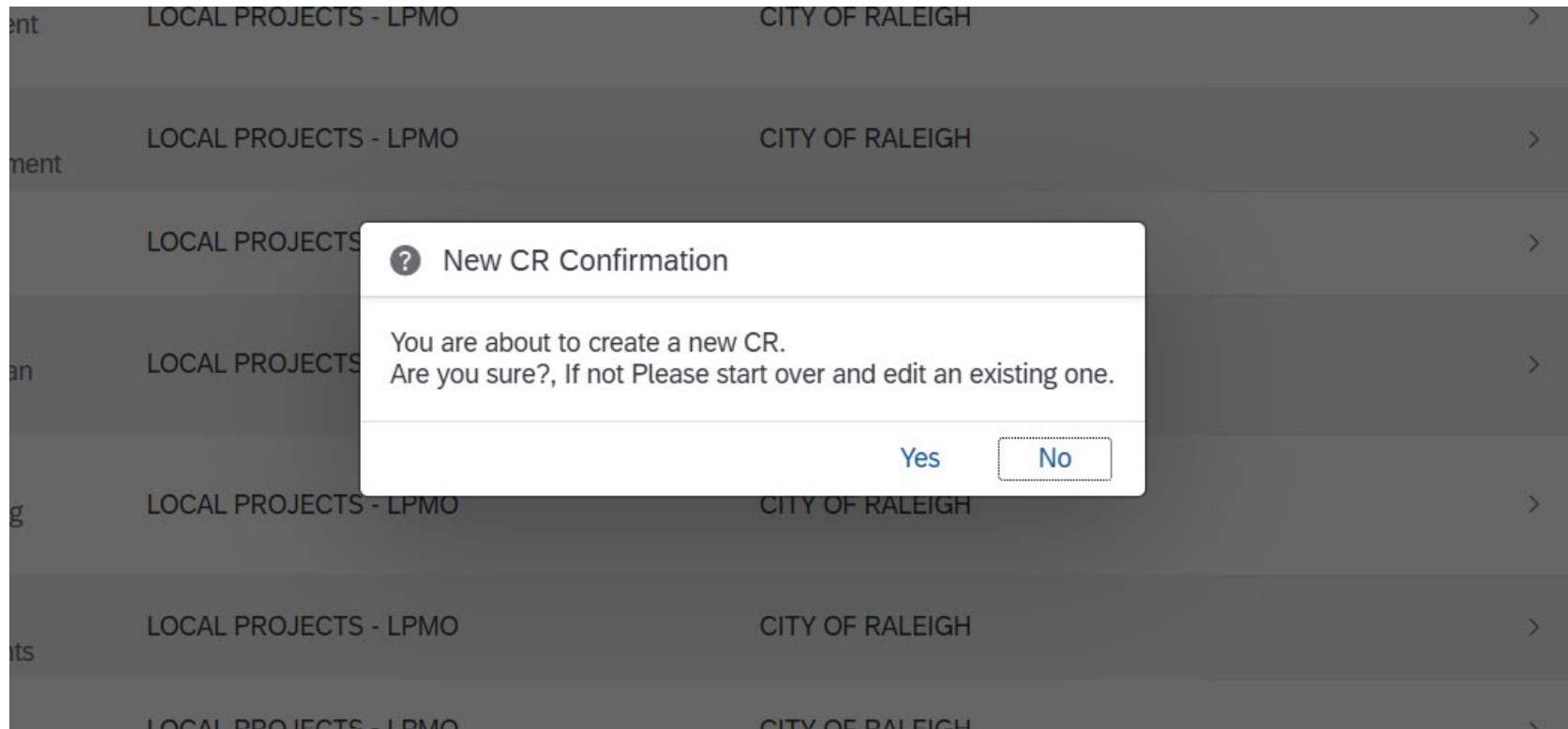
Select the Agreement to create the LPMO CR [home](#)

Agreement	Program	Grantee Name	Existing Doc
2000072545 Projects Managed Through LPMO..	LPMO	CITY OF GREENSBORO	
2000068467 Green Valley Road Sidewalks	LOCAL PROJECTS - LPMO	CITY OF GREENSBORO	3000271550
2000059346 Bicentennial Trail	LOCAL PROJECTS - LPMO	CITY OF GREENSBORO	
2000059338 Yanceyville / Sands / Old Battleground	LOCAL PROJECTS - LPMO	CITY OF GREENSBORO	

Click the **Agreement** for which you want to create a change request.



Submit Change Request – Is this a New Request or should edit an existing request?





Complete Change Request Form

Change Request Details

Program ID:	LOCAL PROJECTS - LPMO
Project Description:	Projects Managed Through LPMO
Agreement:	2000072545 - Projects Managed Through LPMO..
Sub-Recipient:	CITY OF GREENSBORO
Submitted By:	Craig McKinney
Tip TipNumber:	B-2500
Division:	05
FA Project:	
Total Available Funding:	11,000.00
Let Date(MM/DD/YYYY):	04/25/2025
Reason/Purpose: *	Choose One
Reason for Change: *	<ul style="list-style-type: none">Choose OneRequest for Fund Authorization/Transfer Attach Cost EstimatesRequest for Supplement Agreement

Indicate whether the change request is for:

- **Request for Fund Authorization/Transfer Attach Cost Estimate** or
- **Request for Supplement Agreement**

Note: A Fund Authorization/Transfer Attach Cost Estimate will open the expenses table for editing while a Request for Supplement Agreement will require input of a new date.



Sign and authorize submittal

CHANGE REQUEST

EXPENSES

ATTACHMENTS

Supporting Documents

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) *

04/24/2025



Attachments (0)

Upload

Click **Upload**.



No Attachments

Drop files to upload, or use the "Upload" button.



Upload attachments and Submit or Save

Supporting Documents

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) *

Attachments



Test Document.pdf

Created By & Created At: 2CMCKINNEY & 4/24/2025 13:20:46



Attached documents will appear here.

No Errors

When the change request is complete, click **Submit**.



Save or Cancel Request

The screenshot displays a software interface with a modal dialog box. The dialog box has a title bar with a question mark icon and the text "Submit". Below the title bar, the text "Submit CR?" is displayed. At the bottom of the dialog box, there are two buttons: a solid blue "OK" button and a dashed "Cancel" button. A mouse cursor is positioned over the "OK" button. A tooltip with a white background and a blue border points to the "OK" button, containing the text "Click OK." and a close button (X) on the right. The background interface is dimmed and shows a form with a text field containing "inney", a date field labeled "Date: (mm/dd/yyyy)*" with the value "04/24/2025", and a "pdf" label. At the bottom left of the background, there is a timestamp: "ated At: 2CMCKINNEY & 4/24/2025 13:20:46".



RESOURCES



On the right is a screen shot of the LPMO website. See the link for requesting access to EBS/Fiori and directions.

WHAT IS A LOCALLY-ADMINISTERED PROJECT?

Local Government Agencies, or LGAs, receive federal and state money based on the recommendations of Metropolitan or Rural Planning Organizations (MPOs and RPOs); through prioritization via the Strategic Transportation Initiative (STI); by applying and receiving Federal grants; or by Legislative directives. Per NC Board of Transportation (BOT) policy, LGAs are generally responsible for developing and delivering the project or implementing a program. Examples of typical local projects include:

- Greenways or Multi-Use Paths, or Sidewalks
- Intersection Improvements (crosswalks, turn lanes)
- Bicycle Lanes

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 <https://www.ebs.nc.gov/sap/crmaccess/index.html> project or program. NCDOT is committed to establishing appropriate oversight to ensure the best use of public funds and compliance with all applicable state and federal regulations.

ENTERPRISE BUSINESS SERVICES (EBS)

The Local Projects Management Tool in EBS is used to manage submittals, funding authorizations, and reimbursements. You must have an NCID to request access to EBS.

*****NEW***** Request access to EBS through this link -

<https://www.ebs.nc.gov/sap/crmaccess/index.html>

A Security Form is no longer required. Please complete the information at the link to request access. You must have an NCID to request access to EBS. Directions for each step of access are here: [External EBS Access Request Procedure - LPMO.pdf](#)

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