



NORTH CAROLINA
Department of Transportation

EBS PORTAL

General Overview for Locally Administered Projects

2025

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

Welcome to our LGA's



Table of Contents

1. How to Access EBS Portal
2. How to Submit an Application for an Agreement
3. How to Submit Documents for Review
4. How to Submit Change Requests
5. How to Submit Reimbursement Claims



Introduction

Who needs Access to EBS?

- LGA responsible person
- LGA contact to submit project documents
- LGA contact to submit reimbursement requests

How to gain Access to EBS?

- Contact LPMO lpmo@ncdot.gov
- Complete form and email to LPMO email

Contact Information

- Layout of LPMO and Divisions

Future Training Opportunities

- Any updates to EBS Portal



LOCAL PROJECT MANAGEMENT TOOL

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



STEP 1: REQUEST AN NCID

- All users must have an NCID
- You must work with your employer to obtain an NCID. Use the link below to identify your Delegated Administrator (DA)

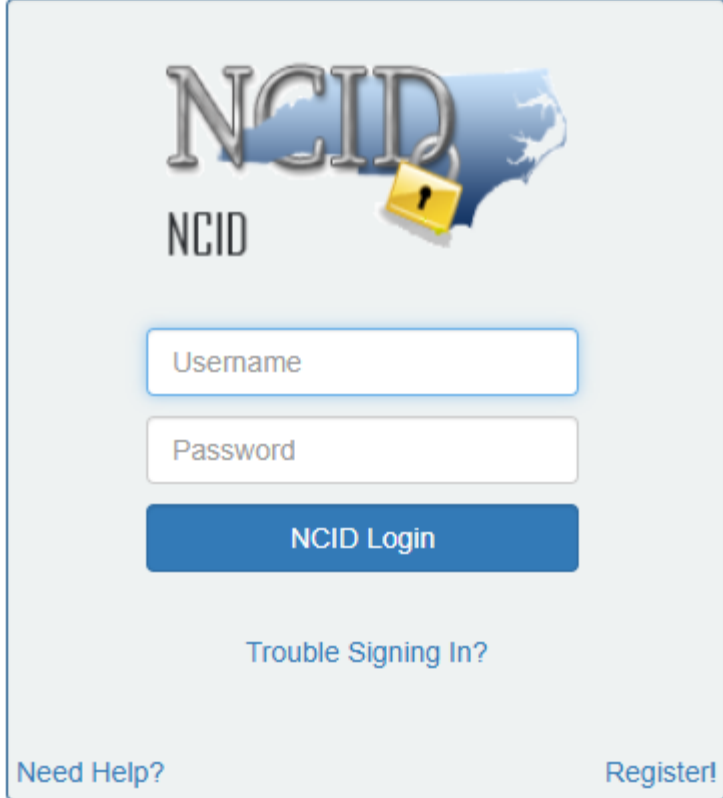
Local Governments

<https://accessproxy.myncid.nc.gov/LocalGovernmentEmployee.html>

State Agencies

<https://accessproxy.myncid.nc.gov/StateEmployeeRegistration.html>

- Once you have an NCID, please proceed to Step 2



The image shows a screenshot of the NCID login interface. At the top, the text 'NCID' is displayed in a large, stylized font, with a blue map of North Carolina and a yellow padlock icon integrated into the letters. Below this, the word 'NCID' appears in a smaller, standard font. The form contains two input fields: 'Username' and 'Password'. Below the password field is a blue button labeled 'NCID Login'. Underneath the button is a link that says 'Trouble Signing In?'. At the bottom left of the form area is a link 'Need Help?' and at the bottom right is a link 'Register!'.

[Privacy and Other Policies](#)

[Contact Us](#)



WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.



NCC742

STEP 2: LPMO SECURITY FORM

- You must have an NCID to access the EBS portal and Local Projects (see Step 1)
- Form is on the Connect website:
<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>
- Provide your NCID where indicated
- Form must be signed by an approving authority

Local Programs Management System Access Authorization Form

Access to The Local Programs Management System requires a Username and Password. Please complete this form to set up access to manage local projects. The completed form should be sent to the LPMO Security Coordinator at LPMO@ncdot.gov.

IMPORTANT: All applicants are required to have a NCID to request access to the System. Please see Section 1 for information on obtaining a NCID.

Section 1 – NCID

NCID: _____

- ✓ Please contact your NCID Administrator to obtain a NCID. A list of administrators can be found at: [Local Government Employee](#) (Counties, City, Local Education Agencies, etc) or [State Employee Registration](#) (State Agencies, Organizations, Universities).
- ✓ NCIDs are **user specific and cannot be shared**. The account should be under your name and email address.

Section 2 – Applicant Information

First Name: _____ Last: _____

Agency Name: _____ Email: _____

Title: _____ Telephone: _____

Agency Address: _____

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 3 – Access Request Information (select one)

- ALL ROLES (includes the following):
- Submit PID Application (*allows you to request an agreement*)
 - View Agreement & Submit Documentation (e.g. Plans & Specifications, Cost Proposals)
 - Create/Submit Reimbursement Request/Claims
 - Create/Submit Change Request (Amendment/Revision) (*used to request funding authorizations or a supplemental agreement*)
- Display/View Roles Only (*for staff who do not need to submit documents and only want to review information available. This role will not allow any workflow activities*)



LOCAL PROJECT MANAGEMENT TOOL



Enterprise Business Services

User *

Password *

Passwords are case sensitive

[Login Help](#)



LOCAL PROJECT MANAGEMENT TOOL

The screenshot displays the Enterprise Business Services portal interface. At the top left is the logo for Enterprise Business Services. To its right is a 'Home' dropdown menu. Below the logo and menu are three main navigation links: 'Partner Applications', 'Reports and Dashboards', and 'Help'. The 'Partner Applications' link is underlined. Below these links are two white rectangular tiles. The left tile is titled 'DOT Grants' and contains a document icon. The right tile is titled 'Local Projects System' and also contains a document icon.



APPLICATION / AGREEMENT





APPLICATION PROCESS – AGREEMENT REQUEST

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Agustin Rodriguez

Saved Searches

Home

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

APPLICATION PROCESS – AGREEMENT REQUEST

The screenshot shows the NCDOT LOCAL PROJECTS search interface. The search criteria are set to 'Program ID is [blank]'. The 'Search' button is circled in red. The result list is empty, displaying 'No result found'. The 'Recent Items' list on the left includes various project entries.

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

Welcome Agustin Rodriguez

Search: Application Form

Search Criteria

Program ID is []

Maximum Number of Results: 100

Search Clear Save Search As: [] Include View Save

Result List

Application Form	Program ID
No result found	

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...

The screenshot shows the NCDOT LOCAL PROJECTS search interface with search criteria 'Program ID is [blank]' and 'Program Type is LPMO Standard Pr...'. The 'Search' button is circled in red. The result list contains one entry: 'LPMO - Application BSP' with Program ID 'LOCAL PROJECTS - LPMO'. The 'Recent Items' list on the left includes various project entries.

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

Welcome Agustin Rodriguez

Search: Application Form

Search Criteria

Program ID is []

Program Type is LPMO Standard Pr...

Maximum Number of Results: 9...

Search Clear Save Search As: [] Include View Save

Result List

Application Form	Program ID
LPMO - Application BSP	LOCAL PROJECTS - LPMO

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...

APPLICATION PROCESS – AGREEMENT REQUEST

New Application Form - [SAP] - Work - Microsoft Edge
 https://qcr.ebs.nc.gov/grants(bD1IbZjPTYwMCZkPW1pbg=)/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...

NCDOT Local Programs Management Office (LPMO)
 Application Form

DEMOGRAPHIC INFO

Name of Entity: CITY OF CHARLOTTE

MPO/RPO*: Please Select

Type*: Please Select

CONTACT INFO - Agreements

Name: Agustin Rodriguez
 Title:
 Address:
 Phone #1: 9802147852 Phone #2:
 Email: agustin.rodriguez@ci.charlotte.nc.us

CONTACT INFO - Project Delivery Same as Agreements

Name:
 Title:

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

New Application Form - [SAP] - Work - Microsoft Edge
 https://qcr.ebs.nc.gov/grants(bD1IbZjPTYwMCZkPW1pbg=)/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...

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	LGA Proposed	Division Approved
Start of ROW Acquisition (MM/DD/YYYY)		
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.



HOW TO SUBMIT A DOCUMENT



VIEW AGREEMENT / SUBMIT DOCUMENTS

The screenshot displays the NCDOT LOCAL PROJECTS EBS Portal interface. At the top left is the NCDOT logo (North Carolina Department of Transportation). The main header area includes the text 'LOCAL PROJECTS' and 'Welcome Agustin Rodriguez'. 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' list containing various project identifiers and names. The main content area features a 'MENU' window 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 'Submit Document/View Agreement' option.

VIEW AGREEMENT / SUBMIT DOCUMENTS

The screenshot shows a web browser window with the URL [https://qcr.ebs.nc.gov/grants\(bD1lbiZjPTYwMCZkPW1pbg==\)/default.htm](https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm). The page header includes the NCDOT logo and the text "LOCAL PROJECTS". A user is logged in as "Agustin Rodriguez". The search interface is titled "Search: Grantor Agreements" and includes a search criteria section with a dropdown menu set to "TIP number" and a search button circled in red. The result list section shows a table with columns for Agreement ID, Description, Grantee Name, TIP number, Program ID, and Status. The message "No result found" is displayed in the result list, with a red arrow pointing to it.

Search: Grantor Agreements - [SAP] - Work - Microsoft Edge

https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm

Welcome Agustin Rodriguez

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION LOCAL PROJECTS

Search: Grantor Agreements

Archive Search

Search Criteria Hide Search Fields

TIP number is

Maximum Number of Results: 100

Search Clear Save Search As: Include View

Result List Filter:

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

VIEW AGREEMENT / SUBMIT DOCUMENTS

The screenshot displays the 'LOCAL PROJECTS' search interface on the EBS Portal. The page title is 'Search: Grantor Agreements - [SAP] - Work - Microsoft Edge'. The URL is 'https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg=)/default.htm'. The user is logged in as 'Agustin Rodriguez'. The search criteria are set to 'TIP number is'. The maximum number of results is 100. The search button is highlighted with a red arrow. The result list shows 10 agreements found, with columns for Agreement ID, Description, Grantee Name, TIP number, Program ID, and Status.

Agreement ID	Description	Grantee Name	TIP number	Program ID	Status
2000004525	Intersection of Tuc...	CITY OF CHARL...	C-5538	LOCAL PROJECT...	Agreement Appro...
2000023058	ITS: Harris Blvd, ...	CITY OF CHARL...	C-5613B	LOCAL PROJECT...	Agreement Appro...
2000025084	Charlotte Bike Share	CITY OF CHARL...	C-5613A	LOCAL PROJECT...	Agreement Appro...
2000025085	Charlotte B-Cycle ...	CITY OF CHARL...	EB-5820	LOCAL PROJECT...	Agreement Appro...
2000025456	NC51 Sidewalk (...	CITY OF CHARL...	C-5613I	LOCAL PROJECT...	Agreement Appro...
2000027012	North University R...	CITY OF CHARL...	U-5874	LOCAL PROJECT...	Agreement Appro...

VIEW AGREEMENT / SUBMIT DOCUMENTS

The screenshot displays the 'LOCAL PROJECTS' interface in a Microsoft Edge browser window. The page title is 'Agreement: 2000004525, Intersection of Tuckaseegee-Berryhill-Th'. The user is logged in as 'Agustin Rodriguez'. The interface includes a navigation sidebar on the left with options like 'Home', 'Help - LPMO', 'FAQ's', and 'Recent Items'. The main content area is divided into several sections:

- Agreement Overview:** Contains 'General Data' (Description, Grantee ID/Name, Grantee Contact, Program ID/Desc., Posting Date, Employee Responsible, Start Date, End Date) and 'Application Amounts' (Total Approved Amount, Authorized Amount, Billing Req. Amount, Cleared Item (ERP)).
- Project Information:** Includes FA Project Number, TIP number, Division, and Status (Agreement Approved).
- DBE, MBE, WBE Participation Goals:** A table showing goals for DBE, MBE, and WBE.
- Items:** A table listing WBS Elements, Expense Types, Start Dates, Total Approved Funds, Authorized Amount, Authorized Claim Amt, and Open Balance.
- Transaction History:** A table listing Transaction IDs, Descriptions, Document Types, Created On dates, Created By names, Status, and Relationship Types.
- Attachments:** A table listing Attachment Types, Descriptions, Names, Created On dates, and Created By names.

VIEW AGREEMENT / SUBMIT DOCUMENTS

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

https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg==)/default.htm

Welcome Agustin Rodriguez

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Agreement: 2000004525, Intersection of Tuckaseegee-Berryhill-Th

Save | 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	Project Information	
Employee Responsible:	Madeline Rawley	FA Project Number:	CMS-1003(144)
Start Date:	01/19/2016	TIP number:	C-5538
End Date:	09/26/2022	Division:	10 - Albemarle
DBE, MBE, WBE Participation Goals		Status:	Agreement Approved
DBE G...	0.00	MBE G...	0.00
WBE ...	0.00		

Items

VIEW AGREEMENT / SUBMIT DOCUMENTS

The screenshot displays the NCDOT LOCAL PROJECTS EBS Portal interface. The browser address bar shows the URL: `https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm`. The page title is "LPMO Activity: New". The user is logged in as "Agustin Rodriguez".

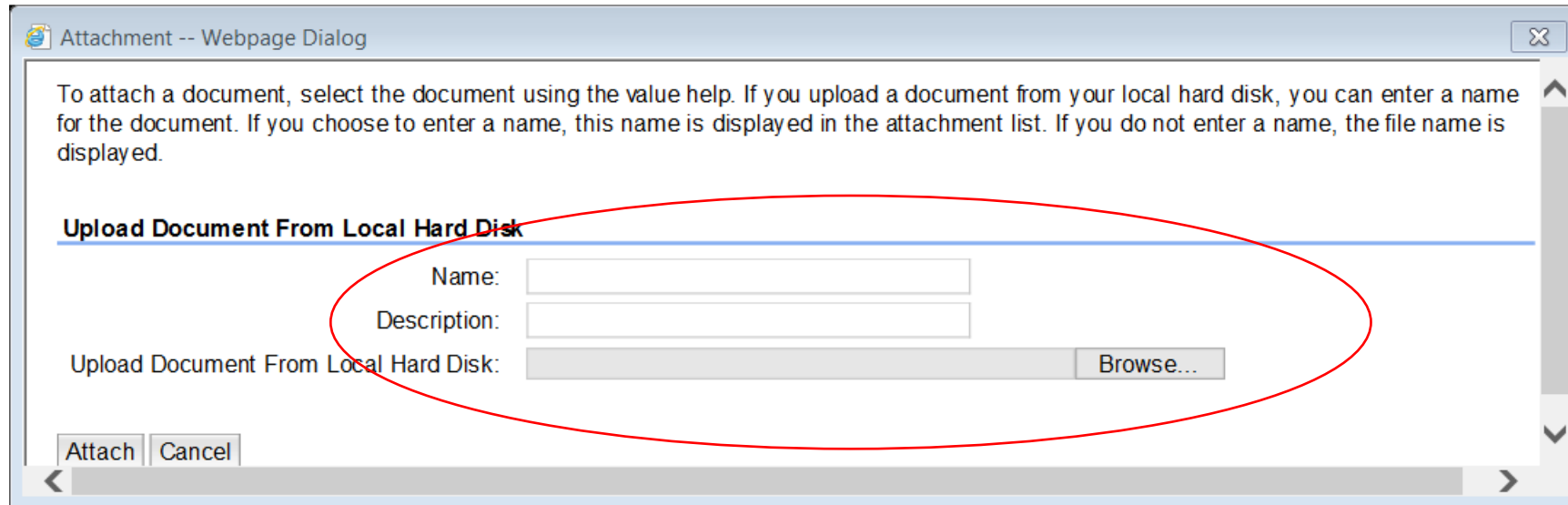
The interface includes a navigation menu on the left with "Home", "Help - LPMO", and "FAQ's". A "Recent Items" list is also visible. The main content area is titled "LPMO Activity: New" and contains a "Task Details" section with "General Data" and "References" tabs.

In the "General Data" section, the "Document Type" dropdown menu is open, showing a list of options: "PS PE RFLOI", "PS PE - PEF Selection Process", "PS PEF Tasks and Mandays/Hours with Rates", "PS PEF Contract - Design or ROW", "Environmental Documents", "Plans & Specifications", "PS ROW RFLOI", "PS ROW - Consultant Selection and Cost Proposal", "ROW Appraisal Documents", and "ROW Certification Documents". A red arrow points to the "PS PEF Contract - Design or ROW" option.

The "References" section shows fields for "Account" (CITY OF CHARLOTTE), "Contact" (Agustin Rodriguez), "Reference ID" (2000004525), and "TIP number" (C-5538).

At the bottom of the page, there is an "Attachments" section with a "Filter" field. Below this, a message states "No result found". At the very bottom, there is a file upload area with the text "Upload Document(s) From Local Hard Di..." and two buttons: "Choose Files" and "Upload". Both the "Attachments" label and the "Choose Files" button are circled in red.

VIEW AGREEMENT / SUBMIT DOCUMENTS



Attachment -- Webpage Dialog

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

Upload Document From Local Hard Disk

Name:

Description:

Upload Document From Local Hard Disk: Browse...

Attach Cancel

Tips for naming attachments: Use TIP# followed by type of document:

BL-0073_CE Consultation Form

U-5500_PE RFLOI

VIEW AGREEMENT / SUBMIT DOCUMENTS

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 main header features the NCDOT logo and "LOCAL PROJECTS" text, along with a welcome message for "Agustin Rodriguez". A navigation bar includes "Saved Searches" and "Go" buttons. The left sidebar contains "Home", "Help - LPMO", "FAQ's", and a "Recent Items" list with entries like "2000004525 Interse...", "3267 Environmental...", "4000014941 Interse...", "3000086289 Interse...", "1000003271 Interse...", "20759 Environment...", "20757 PEF Tasks a...", "Allison Brickey 100...", "20763 ROW Apprai...", and "2000023058 ITS: H...". The main content area is titled "LPMO Activity: New" and has a toolbar with "Save and Back", "Save", "Submit" (circled in red), and "Cancel" buttons. Below the toolbar are sections for "Task Details" (with an "Edit" link), "General Data", "References", "Change Status to Submit", and "Notes". The "General Data" section includes: "* Document Type: PS PE RFLOI", "Date: 11/15/2021", and "Last Modified Date:". The "References" section includes: "Account: CITY OF CHARLOTTE", "Contact: Agustin Rodriguez", "Reference ID: 2000004525", and "TIP number: C-5538". The "Change Status to Submit" section includes: "Status: Open". The "Attachments" section at the bottom shows "No result found" and an "Upload Document(s) From Local Hard Di..." button with "Choose Files", "No file chosen", and "Upload" sub-buttons.

DOCUMENTS YOU WILL SUBMIT IN EBS 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		

HOW TO RESUBMIT A DOCUMENT





RETURNED EMAIL FROM EBS BATCH

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

RETURNED EMAIL FROM EBS BATCH

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

VIEW AGREEMENT / SUBMIT DOCUMENTS

The screenshot shows the NCDOT LOCAL PROJECTS EBS Portal. The header includes the NCDOT logo and the text 'LOCAL PROJECTS'. The user is logged in as 'Agustin Rodriguez'. A search bar with 'Saved Searches' and a 'Go' button is visible. A navigation menu on the left includes 'Home', 'Help - LPMO', and 'FAQ's'. A 'Recent Items' list is also present. A 'MENU' window is open, displaying 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
- View Program/Grants

Agreement: 2000050567, Holly Ridge Schools Pedestrian Safety

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

Agreement Overview Edit

General Data

Description: Holly Ridge Schools Pedestrian Safety
 Grantee ID/Name: 100000505 / TOWN OF HOLLY SPRINGS
 Grantee Contact: 2000007641 / Tim Athy
 Program ID/Desc.: LOCAL PROJECTS - LPMO / Projects Managed Through L
 Posting Date: 09/03/2021
 Employee Responsible: Marta Matthews
 Start Date: 09/03/2021
 End Date: 12/31/2024

DBE, MBE, WBE Participation Goals

DBE Goals - %: 0.00 MBE Goals - %: 0.00 WBE Goals - %: 0.00

Agreement Item List Edit List

Actions	WBS Element	Expense Type	Eligible for Funding	Start Date
		Total Project Funding	<input type="checkbox"/>	09/03/2021
	49607.3.1	CON - Construction	<input type="checkbox"/>	09/03/2021

Note

Attachments

Partners

Transaction History

Transaction ID	End Date	Status
PRE-CON : ENVIRONMENTAL DOCUMENT	02/16/2024	Submit

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

To sort Transaction History, right click on “created on” date and select “Sort Descending”

Transaction History				
Transaction Type	Transaction ID	Description	Created On	Created By
LPMO Claim	3000237474	Bethel School Rd Sidewalk & Crosswalk	Sort Ascending	Richard D. McMi
LPMO Claim	3000179546	Bethel School Rd Sidewalk & Crosswalk	Sort Descending	Richard D. McMi
LPMO Activity	PEF Contract – Design or ROW	PEF Contract – Design or ROW	Fix Column Left	Yvonne Janssen
LPMO Activity	PEF Contract – Design or ROW	PEF Contract – Design or ROW	Fix Column Right	Yvonne Janssen
LPMO Activity	PEF Tasks and Mandays/Hours with Rates	PEF Tasks and Mandays/Hours with Rates	(All)	Yvonne Janssen
LPMO Activity	PEF Tasks and Mandays/Hours with Rates	PEF Tasks and Mandays/Hours with Rates	(Custom...)	Yvonne Janssen
LPMO Activity	Concurrence Request	Concurrence Request	(No Entry)	Richard Smith
LPMO Activity	PE RFQ	PE RFQ	02/16/2015	Richard Smith
LPMO Activity	PE RFQ	PE RFQ	02/19/2018	Richard Smith
LPMO Change Request	4000012892	Bethel School Rd Sidewalk & Crosswalk	01/19/2018	Richard Smith

Returned to LGA - 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

[copy of return letter](#)

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

[Collapse](#)

Upload Document(s) From Local Hard Disk: No file chosen. [Browse](#) [Upload](#)

LGA ready to Resubmit an Activity

LPMO Activity: PRE-CON_ROW PLANS

✓ Back | Save | X 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**

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

⊞ Collapse

Upload Document(s) From Local Hard Disk:

Transaction History with Too Many New Submittals of same Activity; when LGA should correct Returned Activity

▼ 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

A horizontal banner with a gradient from yellow to red. On the left is a white arrow pointing right. To its right, the letters 'CR' are in large white font. To the right of 'CR', the words 'CHANGE' and 'REQUEST' are stacked in a smaller white font.

CR CHANGE REQUEST

1. Supplemental Agreement

- Modify Scope
- Additional Funding
- Extend Completion Date

2. Funding Authorization

SUBMIT CHANGE REQUEST

The screenshot shows the NCDOT LOCAL PROJECTS EBS Portal interface. At the top, the NCDOT logo and 'LOCAL PROJECTS' are displayed. A user is logged in as 'Agustin Rodriguez'. The page features a navigation sidebar on the left with links for 'Home', 'Help - LPMO', and 'FAQ's', along with a 'Recent Items' list. The main content area contains a 'MENU' window 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

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

SUBMIT CHANGE REQUEST

The screenshot shows the NCDOT LOCAL PROJECTS search interface. The top navigation bar includes the NCDOT logo, the text 'LOCAL PROJECTS', and a user greeting 'Welcome Craig McKinney'. A search bar at the top right contains 'Saved Searches' and a 'Go' button. The main content area is titled 'Search: Change Request Form'. Below this, the 'Search Criteria' section features a dropdown menu set to 'TIP number', followed by an 'is' operator and an empty input field. A red arrow points to this input field. Below the search criteria are fields for 'Maximum Number of Results' (set to 100), a 'Search' button (circled in red), a 'Clear' button, a 'Save Search As:' field, and a 'Save' button. The 'Result List' section below shows a table with columns for 'Agreement ID', 'Agreement Description', 'TIP number', and 'Change Request Form'. The table currently displays 'No result found'.

Search Criteria Hide Search Fields

TIP number is

Maximum Number of Results:

Save Search As:

Result List

Agreement ID	Agreement Description	TIP number	Change Request Form
No result found			

SUBMIT CHANGE REQUEST

The screenshot shows the NCDOT LOCAL PROJECTS website interface. At the top, there is a navigation bar with the NCDOT logo, the text 'LOCAL PROJECTS', and a user greeting 'Welcome Craig McKinney'. Below this is a search bar containing 'Search: Change Request Form'. A sidebar on the left contains navigation links for 'Home', 'Help - LPMO', 'FAQ's', and 'Recent Items'. The 'Recent Items' list includes: '2000006231 SAP-2...', 'Erica Jefferies 1000...', '2000006230 Side W...', '1000002517 Sidewa...', and 'LPMO_PY2014'. The main content area features a 'Search Criteria' section with a search query 'TIP number is' and a 'Maximum Number of Results' set to 100. Below the search criteria is a 'Result List' table. A red arrow points to the 'Result List' header. The table contains three rows of search results.

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
200004525 Interse...
3267 Environmental...
4000014941 Interse...
3000086289 Interse...
1000003271 Interse...
20759 Environmen...
20757 PEF Tasks a...
Allison Brickay 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-RECIPE CITY OF CHARLOTTE

SUBMITTED BY Agustin Rodriguez

TIP C-5538

DIVISION 10

FA PROJECT CMS-1003(144)

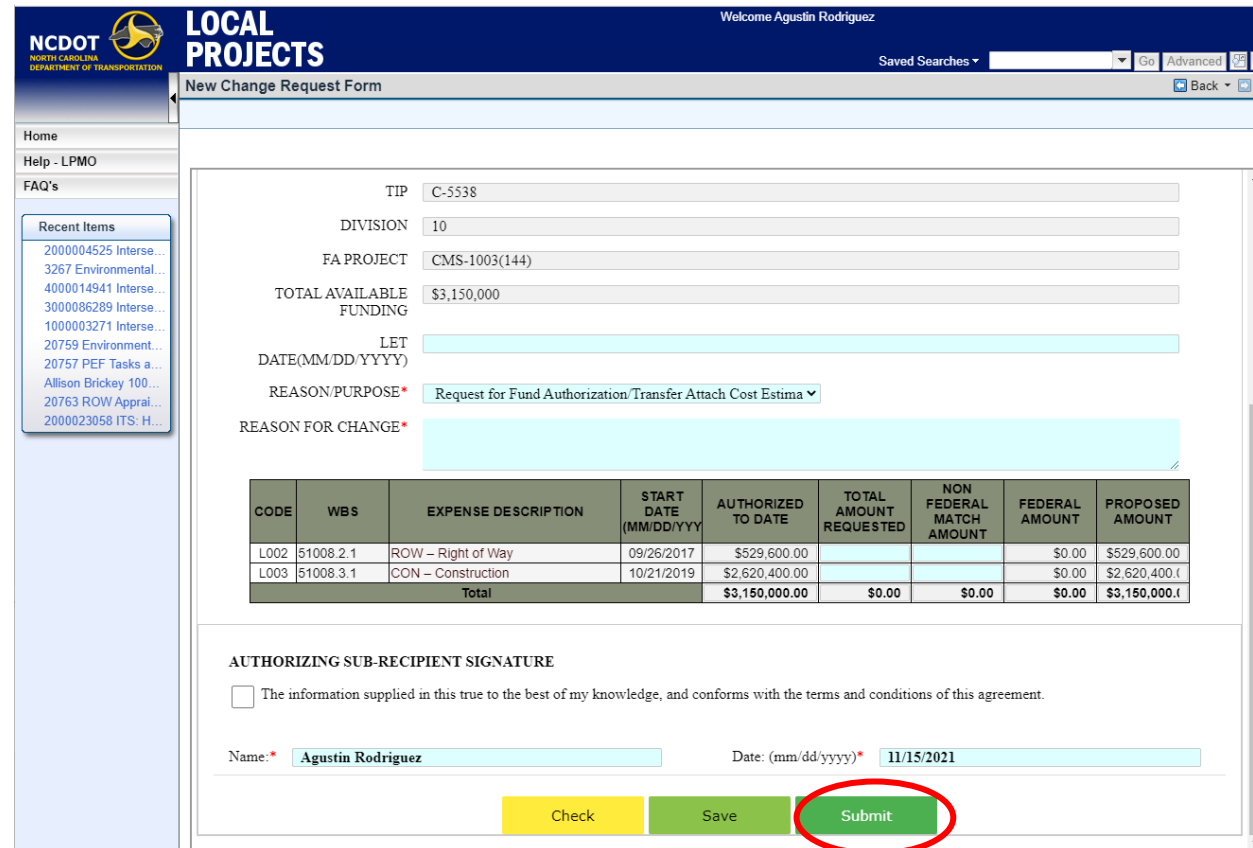
TOTAL AVAILABLE FUNDING \$3,150,000

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 CHANGE REQUEST



LOCAL PROJECTS

Welcome Agustin Rodriguez

Saved Searches [dropdown] Go Advanced [icon] [icon]

New Change Request Form [Back] [icon]

TIP: C-5538

DIVISION: 10

FA PROJECT: CMS-1003(144)

TOTAL AVAILABLE FUNDING: \$3,150,000

LET DATE(MM/DD/YYYY): [text box]

REASON/PURPOSE*: Request for Fund Authorization/Transfer Attach Cost Estima [dropdown]

REASON FOR CHANGE*: [text box]

CODE	WBS	EXPENSE DESCRIPTION	START DATE (MM/DD/YYYY)	AUTHORIZED TO DATE	TOTAL AMOUNT REQUESTED	NON FEDERAL MATCH AMOUNT	FEDERAL AMOUNT	PROPOSED AMOUNT
L002	S1008.2.1	ROW – Right of Way	09/26/2017	\$529,600.00			\$0.00	\$529,600.00
L003	S1008.3.1	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*: Agustin Rodriguez Date: (mm/dd/yyyy)* 11/15/2021

Check Save **Submit**

EDIT CHANGE 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. Below the header, there is a search bar with 'Saved Searches' and a 'Go' button. The left sidebar contains navigation links: 'Home', 'Help - LPMO', and 'FAQ's'. A 'Recent Items' section lists various project entries. The main content area features a 'MENU' window 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** (indicated by a red arrow)
- New Reimbursement Claim
- Edit Reimbursement Claims
- View Reimbursement Claims
- View Program/Grants



REIMBURSEMENT



Remember the consultant bills the LGA; the LGA reimburses the consultant 100%, then the LGA bills NCDOT and will receive reimbursement at a cost share per municipal agreement. Most of the time it is 80%.



SUBMIT REIMBURSEMENT REQUEST

The screenshot shows the NCDOT LOCAL PROJECTS web application. The header includes the NCDOT logo, the text 'LOCAL PROJECTS', and a user greeting 'Welcome Agustin Rodriguez'. A search bar with 'Saved Searches' and buttons for 'Go', 'Advanced', and a trash icon is present. The left sidebar contains navigation links for 'Home', 'Help - LPMO', and 'FAQ's', along with a 'Recent Items' list. A 'MENU' window is open, displaying 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 'New Reimbursement Claim' option.

Click New Reimbursement Claim

SUBMIT REIMBURSEMENT REQUEST

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 header includes the NCDOT logo and the text "LOCAL PROJECTS". A navigation menu on the left lists "Home", "Help - LPMO", and "FAQ's", along with a "Recent Items" list. The main content area is titled "Search: Claim Form" and contains a search criteria section with a dropdown menu set to "TIP number", a search operator set to "is", and an empty text input field. A red arrow points to this input field. Below the search criteria are buttons for "Search" (circled in red), "Clear", "Save Search As:", "Include View", and "Save". The "Result List" section shows a table with columns for "Agreement ID", "Description", "TIP number", and "Claim Form", and a message "No result found".

Type TIP Project number and click Search

SUBMIT REIMBURSEMENT REQUEST

The screenshot shows a web browser window with the URL [https://qcr.ebs.nc.gov/grants\(bD11bIZjPTyWMCzkPW1pbg=\)/default.htm](https://qcr.ebs.nc.gov/grants(bD11bIZjPTyWMCzkPW1pbg=)/default.htm). The page title is "New Claim Form - [SAP] - Work - Microsoft Edge". The header includes the NCDOT logo and "LOCAL PROJECTS" branding. A navigation menu on the left lists "Home", "Help - LPMO", "FAQ's", and "Recent Items". The main content area is titled "Enterprise Business Services" and "Local Program Management Office Request for Reimbursement".

The form fields are as follows:

- Project Sponsor: CITY OF CHARLOTTE
- Program: LOCAL PROJECTS - LPMO - Projects Managed Through LPMO
- Grantee ID: 1000000153
- Division: 10
- Agreement From: 01/19/2016
- Invoice Number: * (highlighted in blue)
- Invoice Period From: * (highlighted in blue)
- Remittance Address: PO Box 31032 CHARLOTTE, NC 28231-1032
- Mailing Address: PO Box 31032 CHARLOTTE, NC 28231-1032
- TIP: C-5538
- Federal Aid #: CMS-1003(144)
- Agreement Number: 2000004525
- Agreement To: 09/26/2022
- Date Prepared: * 11/15/2021 (highlighted in blue)
- Invoice Period To: * (highlighted in blue)
- Comments: (highlighted in blue)
- Final Invoice: * Yes No

At the bottom, there is a question: "DBE/MBE/WBE sub-contractor vendor payments made during this invoice period?" with radio buttons for Yes and No.

complete the blue highlighted fields



BEFORE SUBMITTING A CLAIM CHECK FOR THE FOLLOWING:

- Is the grant expired?
- Is there a current FFATA form on file and less than one year old?
- Were there DBE/MBE/WBE vendor payments made during this period?
- Is this a final claim?
- Is the information on the cover sheet complete?
 - Letterhead
 - All expenditures are itemized by consultant/vendor/contractor
 - If multiple phases are requested (PE/ROW/CON) they must be separated on the cover letter and entered on the correct line of the claim form
 - Cost on the cover letter must match what is on the claim form
 - The invoice period must be included on the cover letter and match what is on the claim form
 - The date on the cover letter must match the date prepared in EBS.
 - Invoice number must be unique – LGA will need to create a Unique Invoice Number for each claim form. Fiscal will no longer accept 1, 2, 3 etc. Do not add spaces or special characters between the numbers.
 - If there is not a unique invoice number for the claim, use the date of the cover letter, **YYYYMMDD**, for additional tracking you could include the TIP #**AB-1234**
 - Unique Invoice Number Example: **20240201AB1234**

SUBMIT REIMBURSEMENT REQUEST

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	\$529,600.00	\$392,987.20			\$0.00		\$136,612.
L003	51008.3.1	CON – Construction	10/21/2019	\$2,620,400.	\$0.00			\$0.00		\$2,620,400.
Total				\$3,150,000.	\$392,987.20	\$0.00	\$0.00	\$0.00	\$0.00	\$2,757,012.

AUTHORIZING SUB-RECIPIENT SIGNATURE

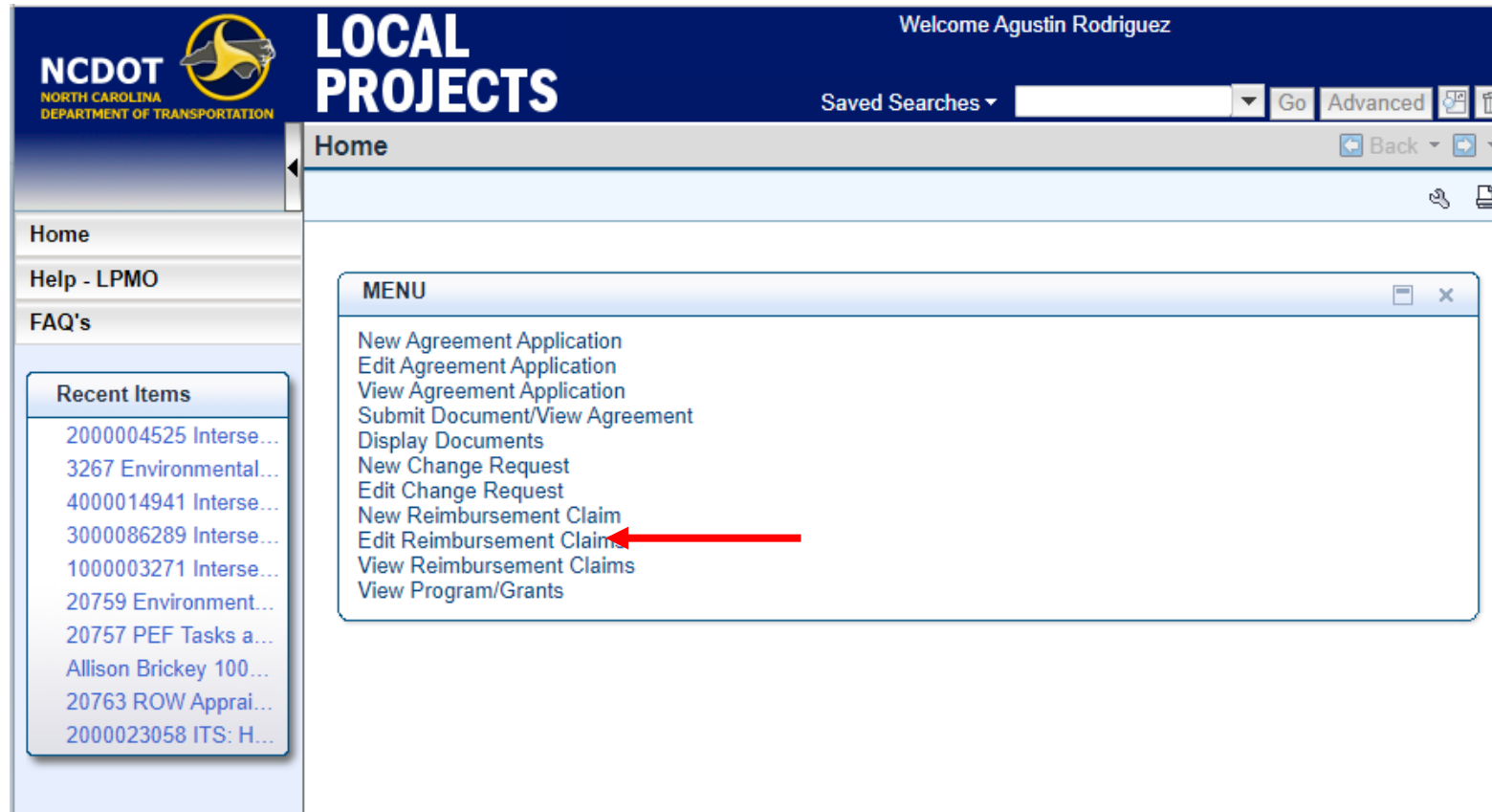
The information supplied in this claim is true to the best of my knowledge, and conforms with the terms and conditions of this agreement.

Name: *

Date: (mm/dd/yyyy)*

Complete the table to show your expenses and reimbursement amount for that period.

EDIT REIMBURSEMENT REQUEST



When a reimbursement request has been returned to you, you will select “edit reimbursement claim” to make corrections and re-submit.



TRANSACTION HISTORY

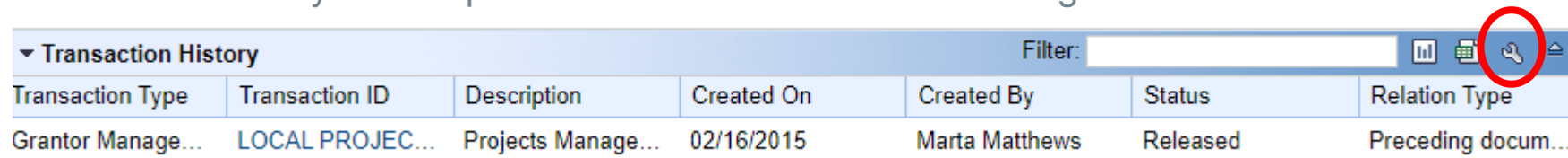
Transaction History				
Transaction ID	Description	Status	Transaction Type	Created On
400009991	Riverwalk Phase II Greenway	L1 LMPO Approved (Non Amount)	LPMO Change Request	02/24/2017
3000018899	Riverwalk Phase II Greenway	L4 Contract Management Approve	LPMO Claim	02/15/2017
3000018690	Riverwalk Phase II Greenway	L4 Contract Management Approve	LPMO Claim	01/26/2017
Environmental Documents	Environmental Documents	Returned to LGA	LPMO Activity	01/03/2017
3000017747	Riverwalk Phase II Greenway	L4 Contract Management Approve	LPMO Claim	12/15/2016

The Transaction History will help you see where things are in workflow.



HELPFUL HINTS FOR USING EBS PORTAL

- Use Edge or Chrome as your browser option
- If you forget your password, notify the SAP Help Desk – link is on EBS login page.
- System times out quickly – plan your work accordingly
- Check your SPAM or JUNK Folder for system e-mails
- All notification e-mails should include TIP number
- Use the “wrench” symbol to personalize each section for viewing



The screenshot shows a table titled "Transaction History" with a search filter and several icons. A red circle highlights a wrench icon, which is used for personalization. The table contains one row of data.

Transaction History						
Transaction Type	Transaction ID	Description	Created On	Created By	Status	Relation Type
Grantor Manage...	LOCAL PROJEC...	Projects Manage...	02/16/2015	Marta Matthews	Released	Preceding docum...





QUESTIONS??





CONTACT INFORMATION – DIVISION & LPMO

LOCALLY-ADMINISTERED PROJECTS NCDOT CONTACT LIST						
<u>Division</u>	<u>Division Contact</u>	<u>Phone Number</u>	<u>Email Address</u>	<u>LPMO Contact</u>	<u>Phone Number</u>	<u>E-mail Address</u>
1	Ryan Shook	252-482-1871	rlshook@ncdot.gov	Leah Roberts	919-707-6630	lroberts@ncdot.gov
2	Cathy HossackMeyer, PE	252-439-2806	cahossackmeyer@ncdot.gov	Leah Roberts	919-707-6630	lroberts@ncdot.gov
3	Ron Van Cleef	910-341-2000	rvancleef@ncdot.gov	Leah Roberts	919-707-6630	lroberts@ncdot.gov
4	Addison Gainey, PE	252-640-6428	nagainev@ncdot.gov	Leah Roberts	919-707-6630	lroberts@ncdot.gov
5	Raymond Hayes, PE	919-220-4600	ext-rijhayes@ncdot.gov	Sheila Atwood	919-707-6625	sbatwood@ncdot.gov

Contact Us

Marta Matthews – Local Programs Manager

mtmatthews@ncdot.gov

919-707-6626

Leah Roberts – Divisions 1-4, 6

lroberts@ncdot.gov

919-707-6630

Sheila Atwood – Divisions 5, 7-9

sbatwood@ncdot.gov

919-707-6625

Justin Jorgensen – Divisions 10-14

jdjorgensen@ncdot.gov

919-707-6631

 ncdot.gov

 [@NCDOT](https://twitter.com/NCDOT)

 [ncdotcom](https://www.instagram.com/ncdotcom)

 [NCDOTcommunications](https://www.youtube.com/NCDOTcommunications)

 [ncdotcom](https://www.soundcloud.com/ncdotcom)

 [@NCDOT](https://www.facebook.com/NCDOT)

 [NCDOT](https://www.linkedin.com/company/NCDOT)

 [NCDOTcommunications](https://discord.com/invite/NCDOTcommunications)

 [View All Channels](#)

Thank you!

