



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



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1. How to Access EBS Portal
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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



LPMO SECURITY FORM

- Must have a user id and password to access the EBS portal and Local Projects.
- Form is on the Connect website:
<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>
- 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

If you are a Current User of the NCDOT GRANTS System (Powell Bill, GHSP, PTD, etc.), please enter your username:
Username: _____. There is no need to create a Secure 8-digit number below.

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.

Secure 8-digit number: _____.

Section 3 – Access Request Information

☐ ALL ROLES (includes the following):

- ☐ Submit PID Application (allows you to request an agreement)
- ☐ View Agreement & Submit Documentation (ex: 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 *

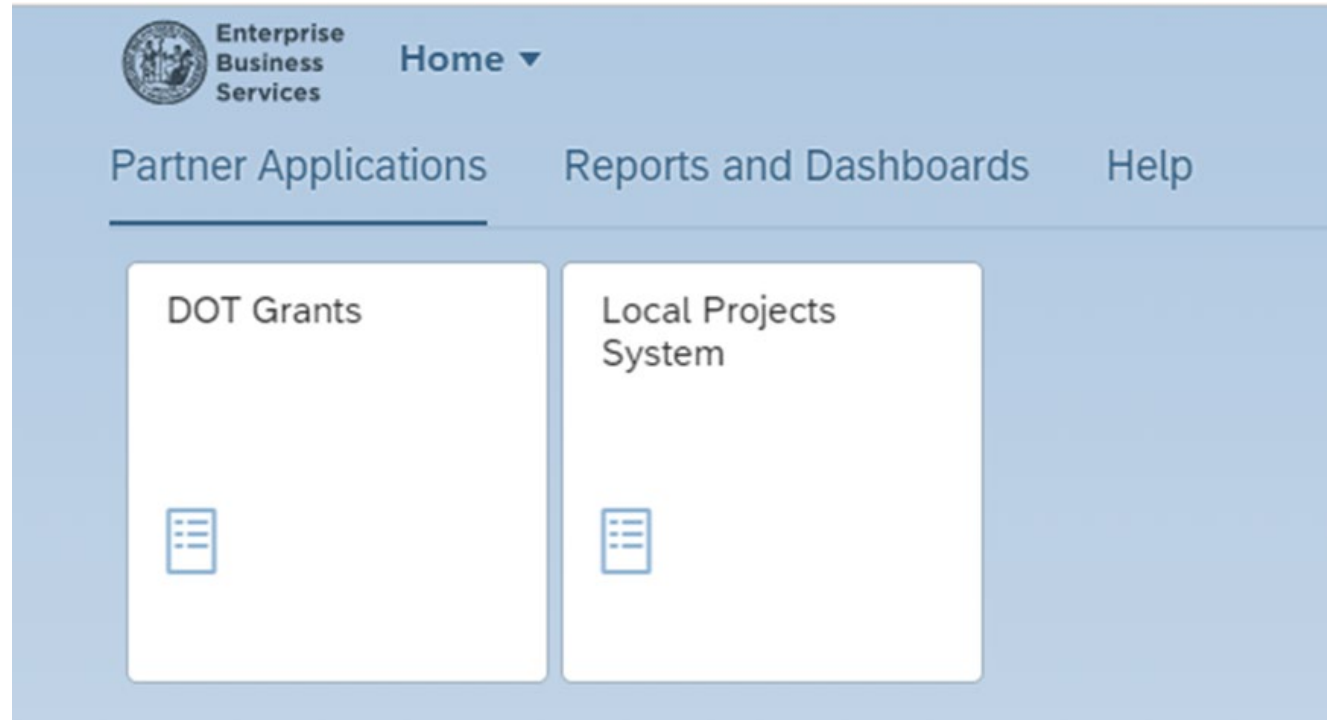
Passwords are case sensitive

Log On

[Login Help](#)



LOCAL PROJECT MANAGEMENT TOOL






APPLICATION / AGREEMENT





APPLICATION PROCESS – AGREEMENT REQUEST



NCDOT
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**LOCAL
PROJECTS**

Welcome Agustin Rodriguez

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APPLICATION PROCESS – AGREEMENT REQUEST

Search: Application Form - [SAP] - Work - Microsoft Edge

https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbG==)/default.htm

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Search Criteria [Hide Search Fields](#)

Program ID is

Maximum Number of Results: 100

Search **Clear** Save Search As: ☐ Include View

Result List Filter:

Application Form	Program ID
No result found	

Search: Application Form - [SAP] - Work - Microsoft Edge

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Search Criteria [Hide Search Fields](#)

Program ID is

Program Type is LPMO Standard Pr...

Maximum Number of Results: 9...

Search **Clear** Save Search As: ☐ Include View

Result List Filter:

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

APPLICATION PROCESS – AGREEMENT REQUEST


New Application Form - [SAP] - Work - Microsoft Edge

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20757 PEF Tasks a...

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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

EL

PE

Pre-constr

Implemen

Non-const

ROW

Acquisition

Utility Rel

New Application Form - [SAP] - Work - Microsoft Edge

https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

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PHASES

Year Programmed [Dropdown]

Activities ☐

a Program ☐

Purchases ☐

Year Programmed [Dropdown]

W ☐

☐

FUNDING SOURCE	FEDERAL		NON-FEDERAL MATCH			
	Federal Amount	Fed %	State Amount	State %	Local Amount	Local %
Select One [Dropdown]		%		%		%
Select One [Dropdown]		%		%		%
Select One [Dropdown]		%		%		%
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

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- View Reimbursement Claims
- View Program/Grants



VIEW AGREEMENT / SUBMIT DOCUMENTS

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

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Search Criteria [Hide Search Fields](#)

TIP number is

Maximum Number of Results:

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



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



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Search Criteria [Hide Search Fields](#)

TIP number is 

Maximum Number of Results:

Save Search As: ☐ Include View

Result List: 10 Agreements Found

Filter:   

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...

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VIEW AGREEMENT / SUBMIT DOCUMENTS



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



https://qcr.ebs.nc.gov/grants(bD1IbZjPTYwMCZkPW1pbG==)/default.htm




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Agreement: 2000004525, Intersection of Tuckaseegee-Berryhill-Th  Back 

 Save |  Cancel | **Submit Documents** |  Refresh

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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



VIEW AGREEMENT / SUBMIT DOCUMENTS

LPMO Activity: New - [SAP] - Work - Microsoft Edge
https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg==)/default.htm

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Saved Searches Go Advanced

LPMO Activity: New Back

Save and Back Save Submit Cancel

Task Details

General Data **References**

* Document Type: Account: CITY OF CHARLOTTE
Date: 11/15/20 Contact: Agustin Rodriguez
Last Modified Date: PS PE RFLOI Reference ID: 2000004525
Change Status to Submit PS PE - PEF Selection Process TIP number: C-5538
Status: Open PS PEF Tasks and Mandays/Hours with Rates
Environmental Documents
Plans & Specifications
PS ROW RFLOI
PS ROW - Consultant Selection and Cost Proposal
ROW Appraisal Documents
ROW Certification Documents

Notes

Attachments Attachment URL With Template | Advanced Filter:

No result found

Upload Document(s) From Local Hard Di... No file chosen



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:

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

BL-0073_CE Consultation Form

U-5500_PE RFLOI



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LPMO Activity: New - [SAP] - Work - Microsoft Edge

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Task Details

General Data

* Document Type: PS PE RFLOI
Date: 11/15/2021
Last Modified Date:
Change Status to Submit
Status: Open

References

Account: CITY OF CHARLOTTE
Contact: Agustin Rodriguez
Reference ID: 2000004525
TIP number: C-5538

Notes

Attachments Attachment URL With Template | Advanced Filter:

No result found

Upload Document(s) From Local Hard Di... No file chosen



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.		
PS: CEI EXEMPTION	Request for CEI Exemption for PEF to perform Design and CEI services	PRE-CON: OTHER DOCUMENTS	Any PRE-CON documents that need review but do not match listed PRE-CON categories
PS: CEI RFLOI	Advertisement to solicit for engineering firms for Construction Engineering Inspection (CEI) Services.	CON: CONSTRUCTION CONTRACT	Executed Construction Contract (with Contractor)
PS: CEI – PEF SELECTION PROCESS	<i>Coming soon...</i>	CON: SUBCONTRACTOR AGREEMENT FORMS	Subcontractor Agreements b/w Contractor and Sub
PS: CEI COST SPREADSHEET	Cost estimate spreadsheet for PEF	CON: SUPPLEMENTAL AGREEMENTS (WITH CONTRACTOR)	Executed Supplemental Contracts (with Contractor)
PS: PEF CONTRACT – CEI	Draft contract with PEF for CEI	CON: WORKING/SHOP DRAWINGS	Any Drawings done by contractor for retaining walls bridges, culverts, signal equipment, etc.
PS: OTHER DOCUMENTS	Any PS documents that need review but do not match listed PS categories	CON: CONCURRENCE REQUEST – CONSTRUCTION COMPLETE	Letter from LGA to DOT requesting concurrence; includes letter from LGA to Contractor
PRE-CON: ENVIRONMENTAL DOCUMENT	CE Checklist and supporting documentation	CON: FINAL ESTIMATE CHECKLIST	Final Estimate Checklist
PRE-CON: CONCEPT/PRELIMINARY PLANS	No more than 25% plans	CON: REQUEST FOR PROJECT CLOSEOUT	Letter requesting close out
PRE-CON: ROW PLANS	65% - 75% plans	CON: OTHER DOCUMENTS	Any CON documents that need review but do not match listed CON categories
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



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Agreement: 2000050567, Holly Ridge Schools Pedestrian Safety

Save 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	Concurrence Request	Concurrence Request	(Custom...)	Yvonne Janssen
LPMO Activity	PE RFQ	PE RFQ	(No Entry)	Richard Smith
LPMO Change Request	4000012892	Bethel School Rd Sidewalk & Crosswalk	02/16/2015	Richard Smith
			02/19/2018	Richard Smith
			01/19/2018	Richard Smith



Returned to LGA - Activity

LPMO Activity: PRE-CON_ROW PLANS

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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

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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

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LGA ready to Resubmit an 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

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	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:

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**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




1. Supplemental Agreement

- Modify Scope
- Additional Funding
- Extend Completion Date

2. Funding Authorization



SUBMIT CHANGE REQUEST



NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

**LOCAL
PROJECTS**

Welcome Agustin Rodriguez

Saved Searches

Home

Home


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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

**NCDOT**
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

**LOCAL
PROJECTS**

Welcome Craig McKinney

Saved Searches

Search: Change Request Form

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FAQ's

Recent Items

2000006231 SAP-2...

Erica Jefferies 1000...

2000006230 Side W...

1000002517 Sidewa...

LPMO_PY2014


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

**LOCAL
PROJECTS**

Welcome Craig McKinney

Saved Searches

Search: Change Request Form

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FAQ's

Recent Items

2000006231 SAP-2...

Erica Jefferies 1000...

2000006230 Side W...

1000002517 Sidewa...

LPMO_PY2014

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
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

NCDOT

NORTH CAROLINA

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LOCAL PROJECTS

New Change Request Form

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3000086289 Interse...

1000003271 Interse...

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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-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

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EDIT CHANGE REQUEST



LOCAL PROJECTS

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Allison Brickey 100...

20763 ROW Apprai...

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Submit Document/View Agreement

Display Documents

New Change Request

Edit Change Request

New Reimbursement Claim

Edit Reimbursement Claims

View Reimbursement Claims

View Program/Grants

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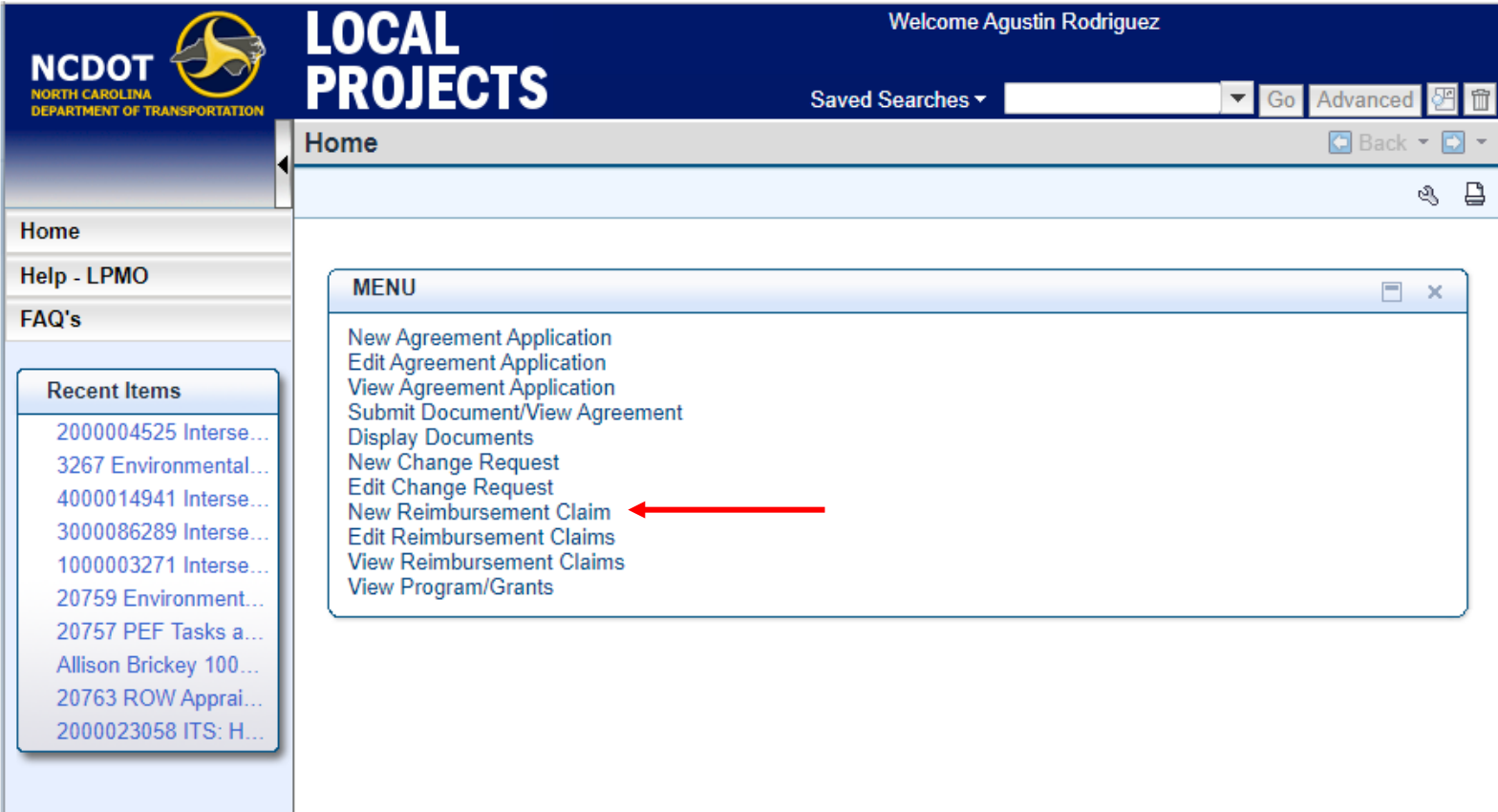
REIMBURSEMENT



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



Click New Reimbursement Claim



SUBMIT REIMBURSEMENT REQUEST

Search: Claim Form - [SAP] - Work - Microsoft Edge

https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbG==)/default.htm

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NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Search: Claim Form

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

Search Criteria

TIP number is

Maximum Number of Results: 100

Save Search As: ☐ Include View

Result List

Filter:

Agreement ID	Description	TIP number	Claim Form
No result found			

Type TIP Project number and click Search



SUBMIT REIMBURSEMENT REQUEST

New Claim Form - [SAP] - Work - Microsoft Edge
https://qcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbG==)/default.htm

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1000003271 Interse...
20759 Environment...
20757 PEF Tasks a...
Allison Brickey 100...
20763 ROW Appral...
2000023058 ITS: H...

Enterprise Business Services Local Program Management Office
Request for Reimbursement

Project Sponsor: CITY OF CHARLOTTE Mailing Address: PO Box 31032
CHARLOTTE, NC 28231-1032

Program: LOCAL PROJECTS - LPMO - Projects Managed Through LPMO TIP: C-5538

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 To: *

Invoice Period From: *

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

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 (\$)	Eligible 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:*

Agustin Rodriguez

Date: (mm/dd/yyyy)*

11/15/2021

Check

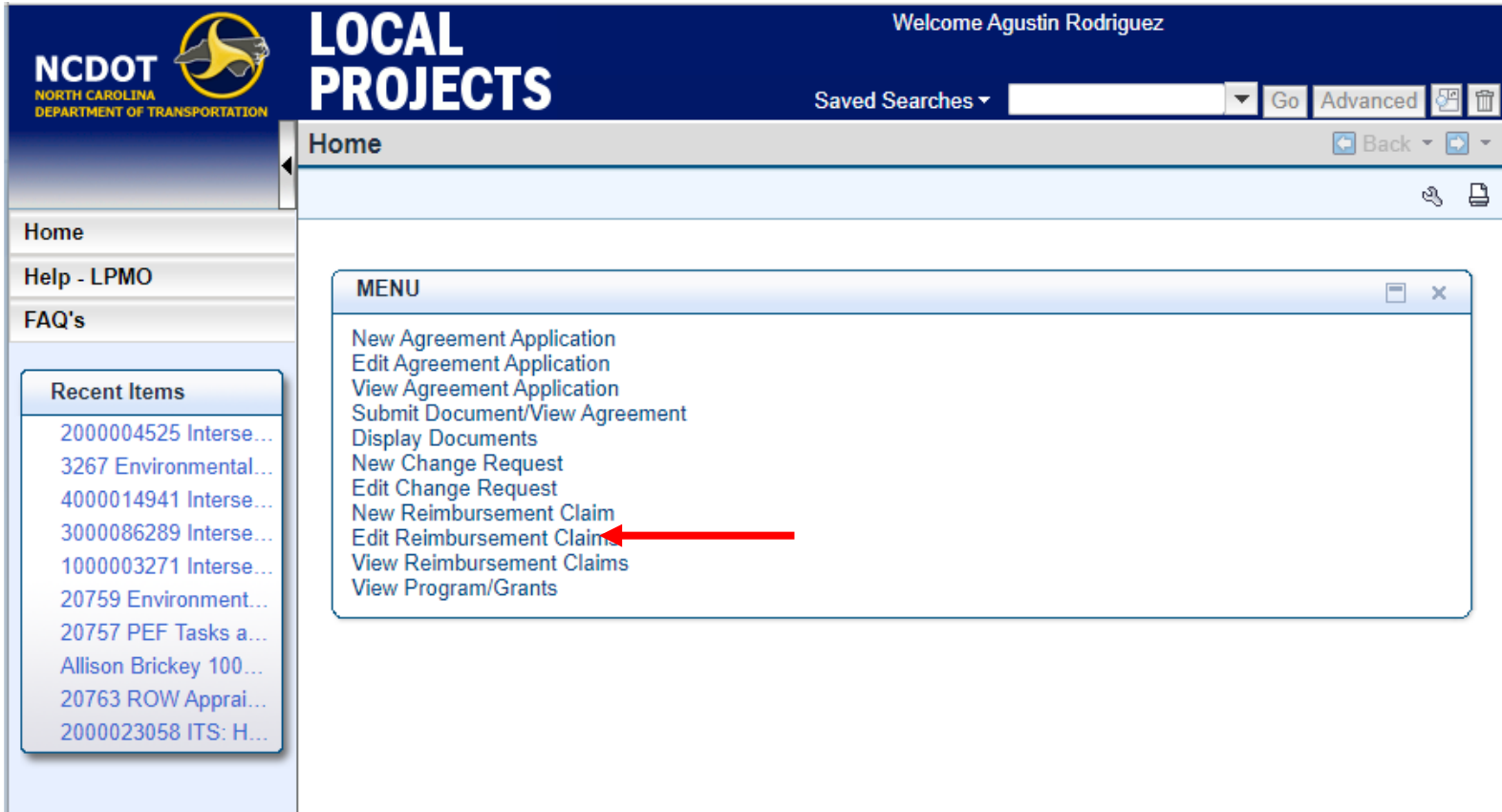
Save

Submit

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)	LMPO Change Request	02/24/2017
3000018899	Riverwalk Phase II Greenway	L4 Contract Management Approve	LMPO Claim	02/15/2017
3000018690	Riverwalk Phase II Greenway	L4 Contract Management Approve	LMPO Claim	01/26/2017
Environmental Documents	Environmental Documents	Returned to LGA	LMPO Activity	01/03/2017
3000017747	Riverwalk Phase II Greenway	L4 Contract Management Approve	LMPO 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

▼ Transaction History				Filter: <input type="text"/>						
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	llroberts@ncdot.gov
2	Cathy HossackMeyer, PE	252-439-2806	cahossackmeyer@ncdot.gov	Leah Roberts	919-707-6630	llroberts@ncdot.gov
3	Ron Van Cleef	910-341-2000	rvancleef@ncdot.gov	Leah Roberts	919-707-6630	llroberts@ncdot.gov
4	Addison Gainey, PE	252-640-6428	nagainev@ncdot.gov	Leah Roberts	919-707-6630	llroberts@ncdot.gov
5	Raymond Hayes, PE	919-220-4600	ext-rijhayes@ncdot.gov	Sheila Atwood	919-707-6625	sbatwood@ncdot.gov

Contact Us

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Sheila Atwood – Divisions 5, 7-9

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919-707-6625

Justin Jorgensen – Divisions 10-14

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919-707-6631

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 **View All Channels**

Thank you!

