

SUPPLEMENTAL AGREEMENT REQUEST

WHEN TO USE:

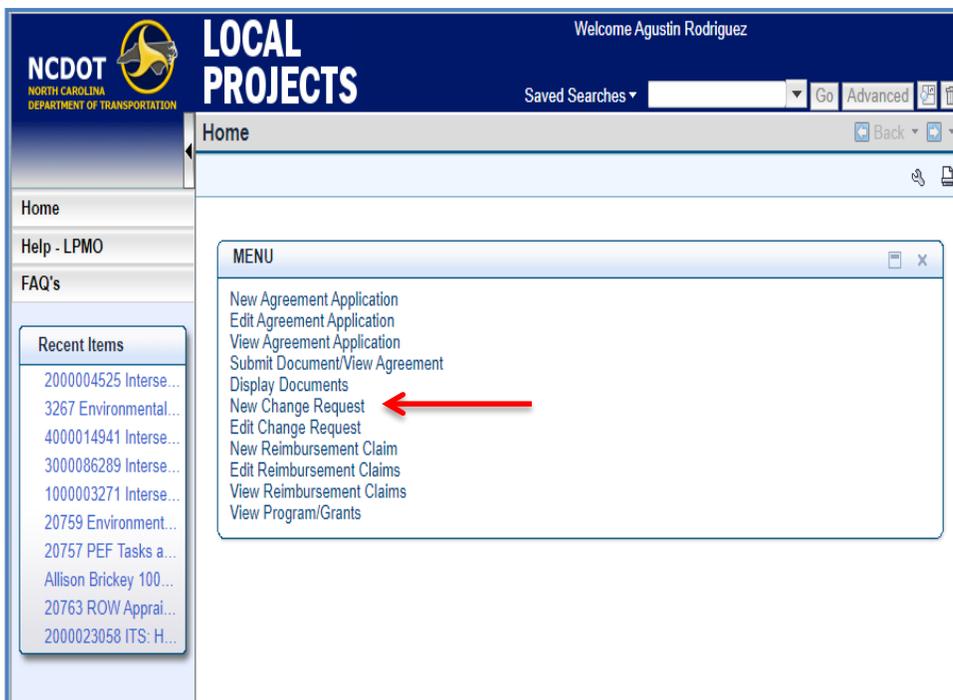
When requesting a Supplemental Agreement (Scope changes, additional time needed, additional funding received, etc.)

STEPS FOR SUBMITTING A REQUEST FOR SUPPLEMENTAL AGREEMENT

1. From the Home Screen, click on **NEW CHANGE REQUEST**
2. Search Project by TIP or Agreement No.
3. Select Project from the Results List.
4. Complete the Change Request Form
5. When form is completed, select "Submit" at the bottom.
 - a. A workflow task is initiated with this step and goes to the NCDOT Project Manager for review.
 - b. Attach the award information or supporting documents when prompted after submitting.
6. If more information is needed, "Save" and come back later.
 - a. If "Save" is selected, use "Edit Agreement Application" from Home Screen, to open again.
 - b. Select Print to save to a browser or print a hard copy.

Note: Change Request can also be used to request Funding Authorization – please see separate Quick Guide

1. Select New Change Request to Submit Supplemental Agreement



2. Input TIP # and click Search

Welcome Craig McKinney

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Search: Change Request Form

Home
Help - LPMO
FAQ's

Recent Items
2000006231 SAP-2...
Erica Jefferies 1000...
2000006230 Side W...
1000002517 Sidewa...
LPMO_PY2014

Search Criteria

TIP number is

Maximum Number of Results: 100

Save Search As: Save

Search Clear

Result List

Agreement ID	Agreement Description	TIP number	Change Requ
No result found			

3. Select Project from the Results List

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Recent Items
2000006231 SAP-2...
Erica Jefferies 1000...
2000006230 Side W...
1000002517 Sidewa...
LPMO_PY2014

Search Criteria

TIP number is

Maximum Number of Results: 100

Search Clear

Save Search As: Save

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

Open Change Request Form
for appropriate Project

4. Complete the Change Request Form (Blue Fields)

- Under REASON/PURPOSE use arrow to see choices (select Supplemental Agreement).
- In the REASON FOR CHANGE box indicate the change to the agreement (i.e. additional funding approved by MPO; change in scope of work, etc.)

Note: The funding table will only be available when requesting funding authorization.

5. When form is completed, select "Submit" at the bottom of the page.

- A workflow task is initiated with this step and goes directly to the NCDOT Project Manager for review
- Attach award letter or other information related to need for supplemental agreement.

Check box for Agency Authorization and type name and date.

Have award letter ready to attach once prompted after submitting.

6. If more information is needed, "Save" and come back later.
 - a. If "Save" is selected, use "Edit Change Request" from the Home Screen, to open again.
 - b. Select Print to save to a browser or print a hard copy.

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: * Date: (mm/dd/yyyy) *

Check Save Submit Print

The 'Save' and 'Print' buttons are circled in red, with red arrows pointing to them from the text 'SAVE' and 'PRINT' above. The 'Save' button is green and the 'Print' button is blue.

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Agustin Rodrig

Saved Searches ▾

Home

Home

Help - LPMO

FAQ's

Recent Items

- 2000004525 Interse...
- 3267 Environmental...
- 4000014941 Interse...
- 3000086289 Interse...
- 1000003271 Interse...
- 20759 Environmen...
- 20757 PEF Tasks a...

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

A red arrow points from the text 'Edit Change Request' to the 'Edit Change Request' menu item.

For more EBS Quick Guides, visit our website at
<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>