

## SUBMITTING DOCUMENTS

### WHEN TO USE:

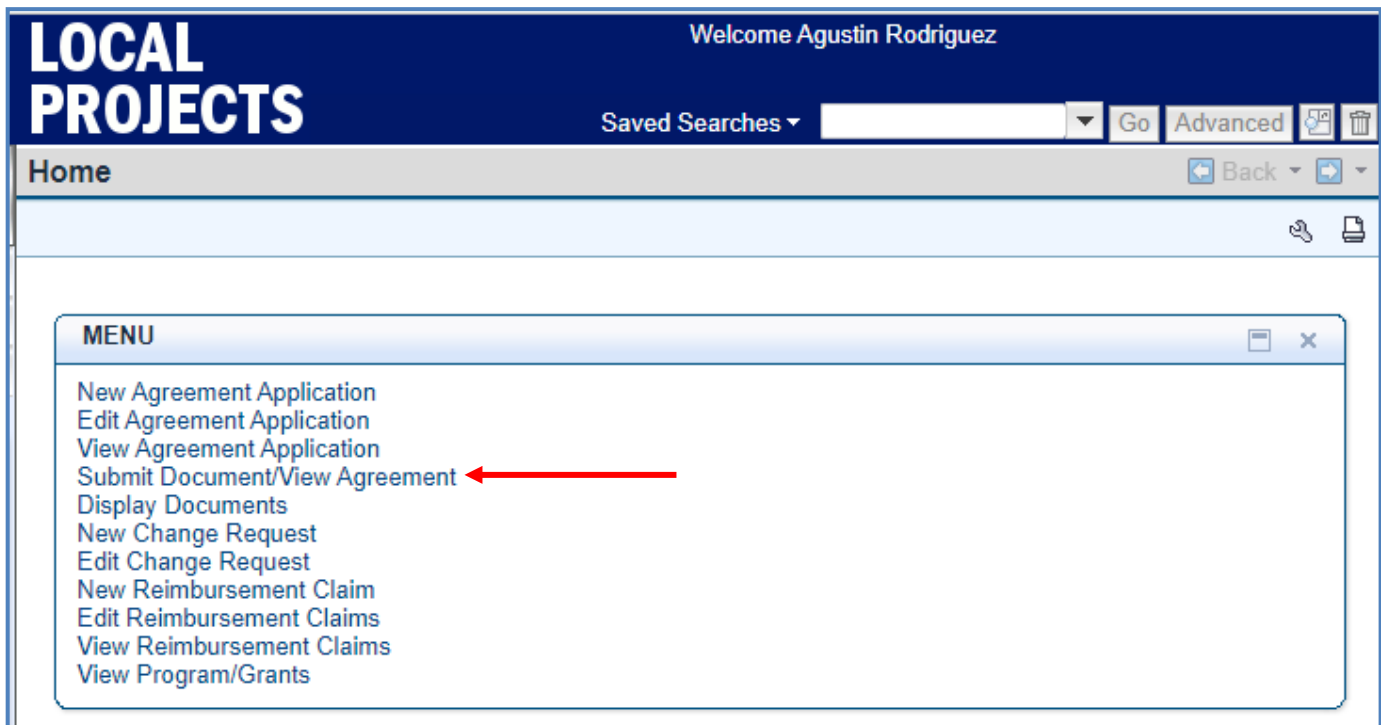
Use when submitting documents for review by the Department. Please note:

- **Section A:** Steps for submitting a document/EBS activity for the first time
- **Section B:** Steps to resubmit an activity that has been returned
- A list of document types can be found on page 8

### A. STEPS FOR SUBMITTING A DOCUMENT/EBS ACTIVITY THE FIRST TIME:

1. From your Home Screen, click on **SUBMIT DOCUMENT/VIEW AGREEMENT**
2. Search for your Project by TIP or Agreement No. and Select from Results Lists.
3. At the top of the Agreement page, click on Submit Document.
4. From the Drop-down box, select the document type from the menu list.
5. Attach documents with a descriptive name.
6. Click "Submit" at the top. If you're not ready to submit, click "SAVE" and then go to Section B for directions on submitting.
7. Once submitted, a workflow is initiated and goes directly to your Project Manager for review.

#### A1 - Select Submit Document/View Agreement from Home page:



## A2 – Search for Project and Select Project from Results List:

The screenshot shows the 'LOCAL PROJECTS' search interface. At the top, it says 'Welcome Agustin Rodriguez'. Below that, there's a search bar with 'Search: Grantor Agreements'. The search criteria are set to 'TIP number is'. The 'Search' button is circled in red. Below the search criteria, there's a 'Result List' section with a table header: Agreement ID, Description, Grantee Name, TIP number, Program ID, Status. The table contains one row: 'No result found', which is also highlighted with a red arrow.

## A3 – Select SUBMIT DOCUMENTS at Top of Page to Initiate

The screenshot shows the 'LOCAL PROJECTS' agreement overview page. At the top, it says 'Welcome Agustin Rodriguez'. Below that, there's a header for 'Agreement: 2000004525, Intersection of Tuckaseegee-Berryhill-Th'. The 'Submit Documents' button is highlighted with a red box. Below the header, there's a table with columns for 'General Data', 'Application Amounts', and 'Project Information'. The 'Submit Documents' button is located at the top of the page, below the header.

General Data		Application Amounts	
Description:	Intersection of Tuckaseegee-Berryhill-Th	Total Approved Amount:	3,150,000.00 USD
Grantee ID/Name:	100000153 / 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	Project Information	
Start Date:	01/19/2016	FA Project Number:	CMS-1003(144)
End Date:	09/26/2022	TIP number:	C-5538
<b>DBE, MBE, WBE Participation Goals</b>		Division:	10 - Albemarle
DBE G...	0.00	MBE G...	0.00
WBE ...	0.00	Status:	Agreement Approved

### A4 – Select the Document Type from the Drop-down Menu:

The screenshot shows the 'LOCAL PROJECTS' interface. At the top, it says 'Welcome Agustin Rodriguez'. Below that, there's a header for 'LOCAL PROJECTS' and a 'Saved Searches' dropdown. The main content area is titled 'LPMO Activity: New' and has buttons for 'Save and Back', 'Save', 'Submit', and 'Cancel'. The 'Task Details' section is expanded, showing 'General Data' and 'References'. In the 'General Data' section, the 'Document Type' dropdown menu is open, listing various options. 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).

### A5 – Attach Documents in one of three ways:

- Drag and Drop from your hard drive
- Select “New Attachment”
- Select “Choose Files” and upload multiple at one time

The screenshot shows the 'Attachments' section of the interface. At the top, there are buttons for 'Attachment', 'URL', and 'With Template', with 'Attachment' highlighted by a red box. Below this is a table with two columns: 'Description' and 'Name'. The table contains two rows of attachments. At the bottom of the section, there is a button labeled 'Upload Document(s) From Local Hard Disk:' followed by a 'Choose Files' button (highlighted with a red box), a 'No file chosen' label, and an 'Upload' button.

Description	Name
WF-BATCH_20230705_143013	TIP# BL-0007 LPMO PRE-CON_ENVIRONMENTAL
BL-0007_CE_6-30-23.pdf	BL-0007_CE_6-30-23.pdf

## A6 – Select SUBMIT at the TOP of the Page to Complete the Transaction and to Send for Review

The screenshot shows the 'LOCAL PROJECTS' web application interface. At the top, it says 'Welcome Agustin Rodriguez'. Below that, there's a navigation bar with 'LPMO Activity: New' and a 'Back' button. A toolbar contains 'Save and Back', 'Save', 'Submit' (circled in red), and 'Cancel'. The main content area is divided into 'Task Details' and 'References'. Under 'Task Details', there are fields for 'Document Type' (PS PE RFLOI), 'Date' (11/15/2021), and 'Status' (Open). Under 'References', there are fields for 'Account' (CITY OF CHARLOTTE), 'Contact' (Agustin Rodriguez), 'Reference ID' (2000004525), and 'TIP number' (C-5538). At the bottom, there's an 'Attachments' section with a 'Filter' field and a file upload area showing 'No result found' and an 'Upload' button.

Or, select “SAVE” if activity is not ready to submit. Go to Section B for directions on submitting.

A7 – Once submitted, a workflow task is initiated and goes to your Project Manager for review, who is notified by an automatic e-mail.

Continue to Section B for guidance on re-submitting returned activities, or submitting an incomplete activity.

**NOTE: Activities that are APPROVED or REJECTED may not be resubmitted**

For more Quick Guides, visit our website at

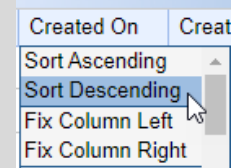
<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>

## B. STEPS TO FINISH SUBMITTING AN ACTIVITY; OR TO RESUBMIT A RETURNED ACTIVITY

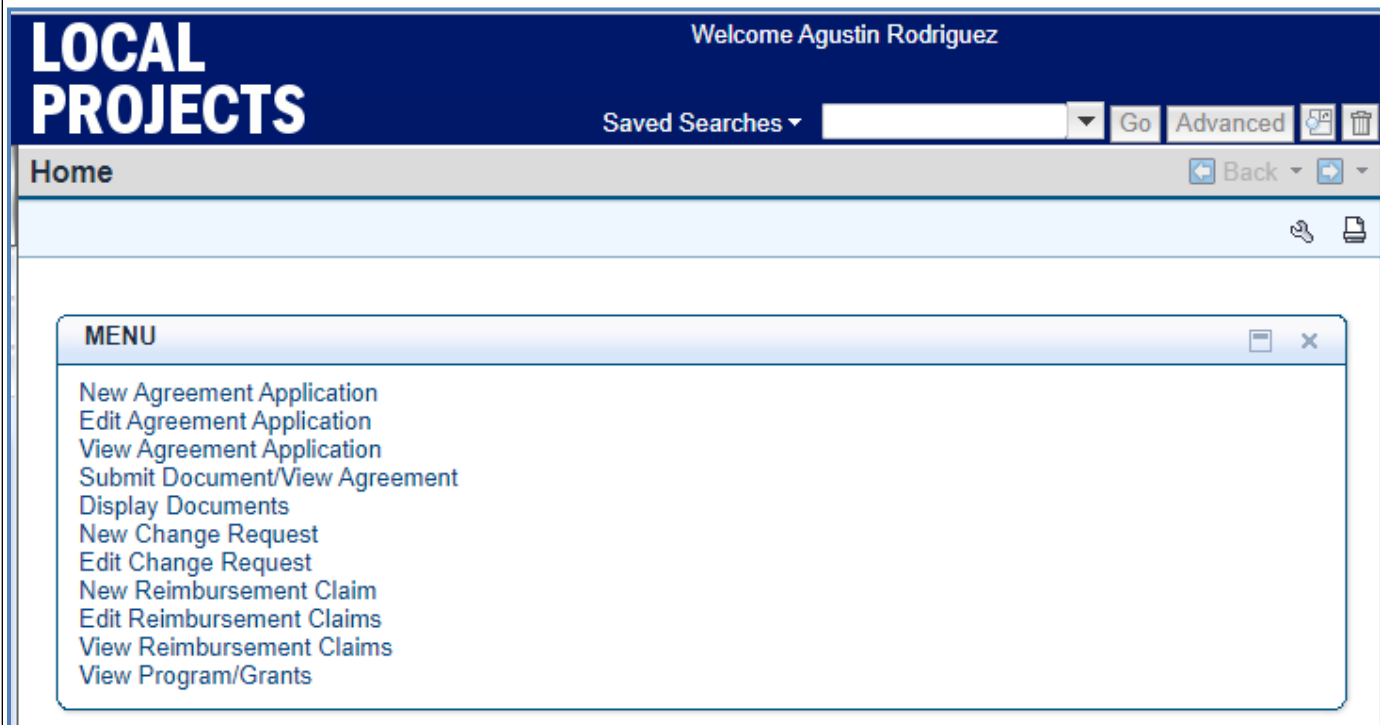
If the Activity was not submitted at STEP 6 above, OR if you need to resubmit an activity that has been returned, please use the following steps:

1. From your Home Screen, click on **SUBMIT DOCUMENT/VIEW AGREEMENT**
2. Search for your Project by TIP or Agreement No. and select from the Results List
3. Scroll down to TRANSACTION HISTORY and find the activity that has not been submitted (OPEN), or was returned (RETURNED TO LGA) and Click on Transaction ID
4. Attach documents as needed.
5. Look for "Submit" at Top of the Page and select
6. A Workflow Task is initiated with this step and goes directly to your Project Manager for review

*HINT:* Order your transactions by CREATED ON date in descending order to see your most recent transactions:



### B1 – Select Submit Document/View Agreement from Home page



## B2 - Search for Project and Select Project from Results List

LOCAL PROJECTS Welcome Agustin Rodriguez

Saved Searches

Search: Grantor Agreements

Archive Search

**Search Criteria** Hide Search Fields

TIP number  is

Maximum Number of Results: 100

Save Search As:   Include View

**Result List** Filter:

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

## B3 – Scroll Down to TRANSACTION HISTORY and Find the Activity that has not been submitted (Status: Open or In Process) and Select to Open the Activity; or Find the Activity that has been returned and needs to be resubmitted (Status: RETURNED TO LGA). Select the Transaction ID and Open

Transaction History				
Transaction ID	End Date	Status	Description	Transaction Type
4000050192		Returned to LGA	Sunset Ave Pedestrian Signals (EB-5711)	LPMO Change Request
PS_PEF TASKS AND MANDAYS W RATES	09/05/2023	LPMO Approved-WF Complete	PS_PEF TASKS AND MANDAYS W RATES	LPMO Activity
PS_PEF TASKS AND MANDAYS W RATES	09/05/2023	Returned to LGA	PS_PEF TASKS AND MANDAYS W RATES	LPMO Activity
PS_PEF TASKS AND MANDAYS W RATES	05/30/2023	Returned to LGA	PS_PEF TASKS AND MANDAYS W RATES	LPMO Activity
3000243372		Rejected	Sunset Ave Pedestrian Signals (EB-5711)	LPMO Claim
PS : OTHER DOCUMENTS	08/11/2022	Open	PS : OTHER DOCUMENTS	LPMO Activity
PS : PE RFLOI	08/11/2022	Open	PS : PE RFLOI	LPMO Activity
PS : PEF TASKS AND MANDAYS W RATES	08/11/2022	Returned to LGA	PS : PEF TASKS AND MANDAYS W RATES	LPMO Activity



## B4 – Attach any documents as needed (refer to Step A5):

▼ Attachments **Attachment** URL With Template | Advanced

Description	Name
WF-BATCH_20230705_143013	TIP# BL-0007 LPMO PRE-CON_ENVIRONMENTAL
BL-0007_CE_6-30-23.pdf	BL-0007_CE_6-30-23.pdf

Upload Document(s) From Local Hard Disk: **Choose Files** No file chosen **Upload**

## B5 – Click SUBMIT at the top of the page

LPMO Activity: New - [SAP] - Work - Microsoft Edge  
https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg=)/default.htm

Welcome Agustin Rodriguez

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION LOCAL PROJECTS

LPMO Activity: New

Save and Back Save **Submit** Cancel

Task Details Edit

General Data	References
* Document Type: PS PE RFL0I	Account: CITY OF CHARLOTTE
Date: 11/15/2021	Contact: Agustin Rodriguez
Last Modified Date:	Reference ID: 2000004525
Change Status to Submit	TIP number: C-5538
Status: Open	

Notes

Attachments Attachment URL With Template | Advanced Filter:

No result found

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

## B6 – Once submitted, a workflow task is initiated and goes to your Project Manager for Review, who is also notified by an automatic e-mail.

## DOCUMENTS TO SUBMIT FOR REVIEW

	DOCUMENT TYPE	DESCRIPTION
<b>PS – PROFESSIONAL SERVICES</b>	PS_PE RFLOI	Advertisement to solicit for engineering firms for design, environmental doc, etc.
	PS_PE – PEF SELECTION PROCESS	Letter requesting concurrence on how LGA selected PEF for design or CEI Services
	PS_PEF TASKS AND MANDAYS W RATES	Cost Estimate spreadsheet for PEF
	PS_PEF CONTRACT – DESIGN OR ROW	Draft contract with PEF/other service provider
	PS_ROW RFLOI	Advertisement to solicit for engineering firms for ROW Professional Service.
	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
	PS_CEI RFLOI	Advertisement to solicit for engineering firms for Construction Engineering Inspection (CEI) Services.
	PS_CEI – PEF SELECTION PROCESS	<i>Coming soon...</i>
	PS_CEI COST SPREADSHEET	Cost estimate spreadsheet for PEF
	PS_PEF CONTRACT – CEI	Draft contract with PEF for CEI
	PS_OTHER DOCUMENTS	Any PS documents that need review but do not match listed PS categories
<b>PRE-CON – PRE-CONSTRUCTION</b>	PRE-CON_ENVIRONMENTAL DOCUMENT	CE Checklist and supporting documentation
	PRE-CON_CONCEPT/PRELIMINARY PLANS	No more than 25% plans
	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
	PRE-CON_ROW APPRAISAL DOCUMENTS	Documents related to appraisal of ROW
	PRE-CON_ROW CERTIFICATION DOCUMENTS	Documents related to acquisition of ROW
	PRE-CON_UTILITY/RAILROAD CERTIFICATION	Certification documents for Utilities/Railroad
	PRE-CON_CONTRACT PROPOSAL W ESTIMATE	Contract/Bid Proposal w/ Engineering estimate
	PRE-CON_CONCURRENCE REQUEST – CONSTRUCTION AWARD	Letter requesting concurrence in LGA award to low bidder and supporting documents
	PRE-CON_OTHER DOCUMENTS	Any PRE-CON documents that need review but do not match listed PRE-CON categories



## DOCUMENTS TO SUBMIT FOR REVIEW (cont'd)

<b>CON – CONSTRUCTION</b>	CON_CONSTRUCTION CONTRACT	Executed Construction Contract (with Contractor)
	CON_SUBCONTRACTOR AGREEMENT FORMS	Subcontractor Agreements b/w Contractor and Sub
	CON_SUPPLEMENTAL AGREEMENTS (WITH CONTRACTOR)	Executed Supplemental Contracts (with Contractor)
	CON_WORKING/SHOP DRAWINGS	Any Drawings done by contractor for retaining walls bridges, culverts, signal equipment, etc.
	CON_CONCURRENCE REQUEST – CONSTRUCTION COMPLETE	Letter from LGA to DOT requesting concurrence; includes letter from LGA to Contractor
	CON_FINAL ESTIMATE CHECKLIST	Final Estimate Checklist
	CON_REQUEST FOR PROJECT CLOSEOUT	Letter requesting close out
	CON_OTHER DOCUMENTS	Any CON documents that need review but do not match listed CON categories

**NOTE: Activities that are APPROVED or REJECTED may not be resubmitted**

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