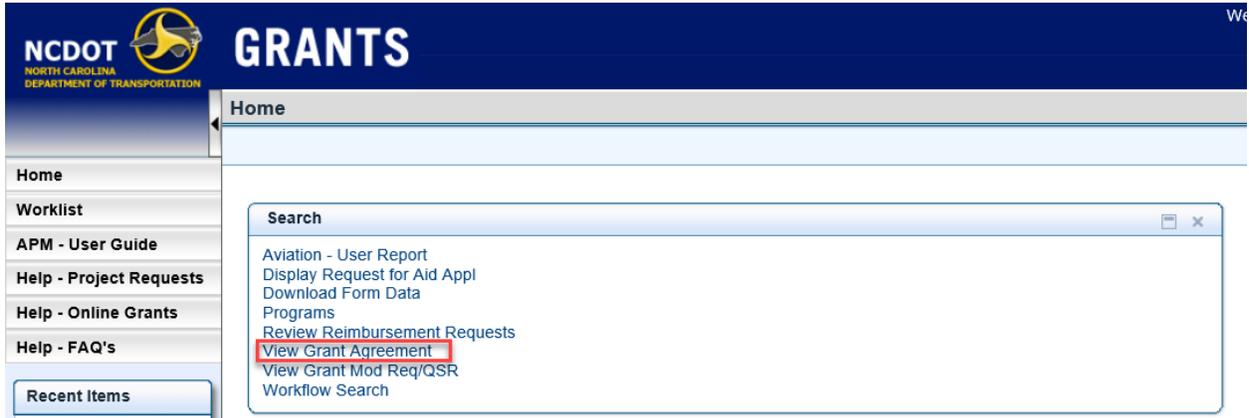


Accessing Your CARES Act Grant Agreement

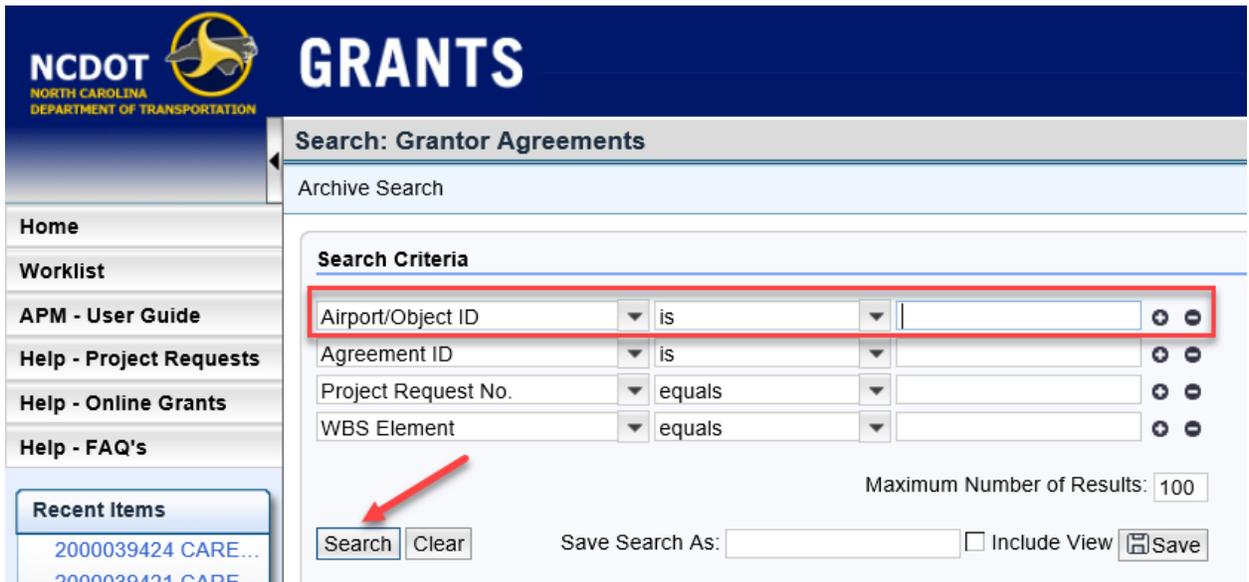
1. Login to EBS.
2. Select “View Grant Agreement” from the home page.



The screenshot shows the NCDOT GRANTS home page. The search results list includes the following items:

- Aviation - User Report
- Display Request for Aid Appl
- Download Form Data
- Programs
- Review Reimbursement Requests
- View Grant Agreement** (highlighted with a red box)
- View Grant Mod Req/QSR
- Workflow Search

3. Search for your airport using your Airport Identifier in the “Airport/Object ID” field followed by either the “Enter” key or by selecting “Search”.



The screenshot shows the search results page for Grantor Agreements. The search criteria section is visible, with the following fields:

- Airport/Object ID (highlighted with a red box)
- Agreement ID
- Project Request No.
- WBS Element

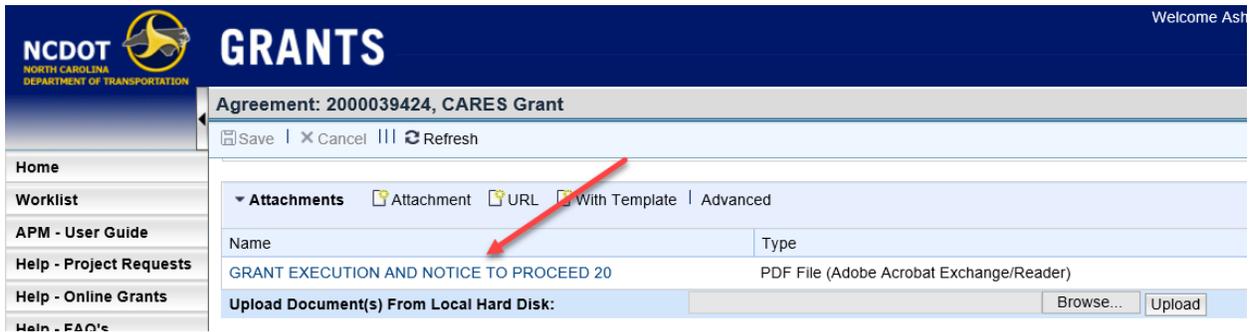
The search criteria are set to "is" for all fields. The "Search" button is highlighted with a red arrow.

4. A list of grants for your airport will appear at the bottom of the screen in the Results List. Every airports CARES grant has the same description, “CARES Grant”. Some airports may have 2 pages of results, so if you do not see the “CARES Grant” on the first page, check the next page. To open the Grant Agreement, select the Agreement ID number next to the “CARES” Grant.

Result List: 9 Agreements Found

Agreement ID	Description	WBS Element
2000039424	CARES Grant	36237.53.15.2

5. In the Attachments section of the Agreement, is the NTP.



NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION GRANTS Welcome Asst

Agreement: 2000039424, CARES Grant

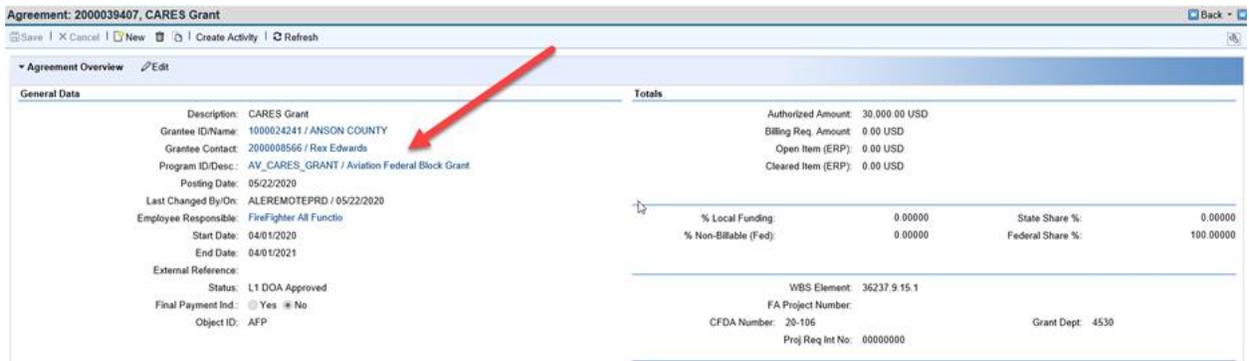
Save | Cancel | Refresh

Attachments Attachment URL With Template | Advanced

Name	Type
GRANT EXECUTION AND NOTICE TO PROCEED 20	PDF File (Adobe Acrobat Exchange/Reader)

Upload Document(s) From Local Hard Disk:

6. To see the actual grant agreement, select “AV_CARES_GRANT / Aviation Federal Block Grant” in the General Data section.



Agreement: 2000039407, CARES Grant Back

Save | Cancel | New | Create Activity | Refresh

Agreement Overview Edit

General Data	Totals
<p>Description: CARES Grant</p> <p>Grantee ID/Name: 1000024241 / ANSON COUNTY</p> <p>Grantee Contact: 2000008566 / Rex Edwards</p> <p>Program ID/Desc: AV_CARES_GRANT / Aviation Federal Block Grant</p> <p>Posting Date: 05/22/2020</p> <p>Last Changed By/On: ALEREMOTEPRD / 05/22/2020</p> <p>Employee Responsible: FireFighter All Functio</p> <p>Start Date: 04/01/2020</p> <p>End Date: 04/01/2021</p> <p>External Reference:</p> <p>Status: L1 DOA Approved</p> <p>Final Payment Ind: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Object ID: AFP</p>	<p>Authorized Amount: 30,000.00 USD</p> <p>Billing Req. Amount: 0.00 USD</p> <p>Open Item (ERP): 0.00 USD</p> <p>Cleared Item (ERP): 0.00 USD</p> <hr/> <p>% Local Funding: 0.00000 State Share %: 0.00000</p> <p>% Non-Billable (Fed): 0.00000 Federal Share %: 100.00000</p> <hr/> <p>WBS Element: 36237.9.15.1</p> <p>FA Project Number:</p> <p>CFDA Number: 20-106 Grant Dept: 4530</p> <p>Proj Req Int No: 00000000</p>

7. The grant agreement is located in the Attachments section and is called “CARES_Act_Grant_(signed).pdf”.

Grantor Program: AV_CARES_GRANT, Aviation Federal Block Grant

From/To: / Action Profile: CRM_GPM

Process Assignments Edit List

Actions	Object Type	Transaction Type	Web Form	Questionnaire	Rule Set
	Agreement	Aviation Agreement			Z7GAG
	Application	Aviation Application	ZGAPAVIA2		
	Change Request	Aviation Chg Request	ZGCRAVIA2		
	Claim	Aviation Claim	ZGCLAVIA3		
	Change Request	Aviation QSR	ZGCRQUAAVI		

Expense Types Edit List

Actions	Expense Catalog	Expense Group	Expense Type
	Aviation	Aviation Revenue Code Group	ZLOC - Local Share
	Aviation	Aviation Expense Code Group	Remaining Amount (Informational Only)
	Aviation	Aviation Expense Code Group	A101 - Administrative Expense
	Aviation	Aviation Expense Code Group	A102 - Preliminary Eng., Planning, Testing
	Aviation	Aviation Expense Code Group	A103 - Land Acq., Str./Utility Relocation

Attachments Attachment URL With Template Advanced

Actions	Attachment Type	Name	Type	Created By	Created On
Properties		CARES_Act_Grant_(signed).pdf	PDF File (Adobe Acrobat Exchange/Reader)	BBEAM1	05/22/2020 12:15

This agreement is different than the standard AIP grant and you may choose to review it with airport legal counsel. Please note that while the period of performance has allowed for up to four years, the intent of these funds is to be spent for immediate needs and recovery from the effects of COVID-19 so the grants have a one-year expiration date. We have been able to work with both the IT and Financial divisions to set up grant agreements for each airport. This process eliminated the need for an application. Therefore, by acceptance of these funds you agree to abide by the terms and conditions of the grant attached to the agreement.

Note that NOTHING needs to be uploaded in the Grant Agreement.

Claiming Your CARES Act Funds

Claiming CARES Act Funds will be completed via a Reimbursement Request in EBS.

1. Login to EBS.
2. Follow the instructions provided in the “[Submitting Claims in EBS](#)” document located on the Division of Aviation Connect website. Note:
 - a. This is just an example of a claim that would be submitted for a typical grant project.
 - b. You will need to have the Agreement ID or WBS Element from your NTP or Grant Agreement to search for the grant.

Frequently Asked Questions/Things to Note:

- Do NOT follow the AV-103 Checklist. This checklist was established for a typical AIP Grant. The CARES Funds are being handled differently and therefore have different documentation requirements.
- Advance Payment Requests are NOT allowed for this grant.
- Documentation to be uploaded is anything that supports the amount being requested. These funds are to be used for OPERATIONAL/MAINTENANCE expenses that you have incurred since January 20, 2020. According to the FAA: these are non-construction grants that permit expenditure for airport operating expenses (such as payroll, debt service, insurance payments, utilities, etc.). You can view complete information and guidance regarding the CARES Act on the FAA website at: https://www.faa.gov/airports/special_programs/covid-19-airports/.
 - Payroll:
 - Any personal employee information should be blacked out prior to uploading documents in EBS; we should not see Social Security Numbers or any other personal information.
 - All benefits paid by the Sponsor for the employee are eligible. This includes Social Security, Medicare, matches to retirement funds, etc.
 - A pay stub or a document from the Sponsor showing what was paid is sufficient to claim payroll.
 - Fuel Expenses:
 - NCDOA is working with the State Auditor’s Office and FAA Compliance to get clarification on what documentation is needed for fuel expenses. It is anticipated that State and Federal forms will need to be developed to track fuel expenses. NCDOA does not have an estimated time frame for when a procedure will be ready for use to claim Fuel Expenses but does not anticipate it being within the next several weeks. In the interim,

submit all documentation outlined below to your APM **before** uploading it into EBS so that it can be sent to the auditors for review.

- At a minimum, we know that documentation showing the following will be required:
 - How much was paid by the Sponsor for the fuel.
 - How much the fuel was sold to consumers for. Each transaction will need to be provided.
 - Where the profit (if any) made on the fuel was used.
- FAA has expressed concern regarding revenue diversion related to fuel expenses and has passed the responsibility of monitoring it on to the Block Grant States. Fuel Expenses will have to be heavily monitored to protect both NCDOA and the Sponsor. More details on revenue diversion can be found [here](#).
- Because of the complicated nature of claiming fuel expenses, NCDOT highly recommends utilizing CARES Act funds for other operational expenses.
 - Debt Service: Only debt service payments after March 27th are eligible for reimbursements.
- It is recommended that a cover letter summarizing the amount being requested be uploaded so it is clear what the funds are being used for.
- The NTP indicates that a budget will be required, however, this is not accurate. Since everything is being claimed under A101, a budget is NOT required to be provided.
- QSR's are NOT required for this grant.
- The NCDOT accounting system, SAP, will be frozen beginning on July 1st for approximately 4-6 weeks. NCDOA will be unable to process claims during this time. You are encouraged to submit claims no later than June 19th to avoid delay in payment.
- Recently released FAQ's from FAA are located here:
https://www.faa.gov/airports/cares_act/media/cares-act-airport-grants-faqs.pdf