

NC AirTAP

NORTH CAROLINA
Airport Technical Assistance Program

EBS/PC User Training Workshop for Airport Sponsors

NC AirTAP is a program of the N.C. Department of Transportation Division of Aviation, managed by the Institute for Transportation Research and Education at NC State University and supported by the N.C. Airports Association.





Table of Contents

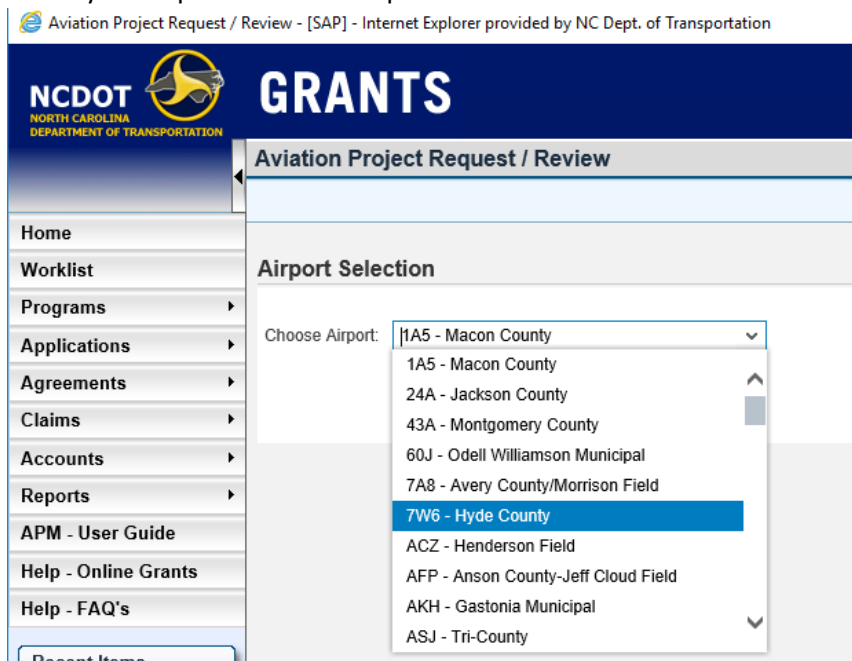
1. Creating Project Requests
2. Submitting an Application (RFA)
3. Entering Cash Flow Data
4. Submitting a Claim
5. Revising a Claim
6. Submitting a QSR
7. Submitting a Non-Amount Grant Modification (Change Request)
8. Submitting a Grant Modification (Change Request)
9. Details Matter
10. AV-101
11. AV-102
12. AV-103
13. Grants Updates-December, 2018
14. Grants Updates-February, 2019
15. Resources

Creating Project Requests in EBS

1. Prior to having an award letter that will result in an Agreement, a Project Request **MUST** be submitted in EBS. No Project Request=No Award=No Agreement=No Claims.
2. Creating and Submitting Project Requests is the FIRST step to a grant. From the home page select "Aviation Proj. Request/Review".



3. Select your airport from the dropdown menu and select "Next".



Creating Project Requests in EBS

4. Select "Create New Request".

Aviation Project Request / Review - [SAP] - Internet Explorer provided by NC Dept. of Transportation

Welcome Betsy Beam

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

GRANTS

Saved Searches ▾

Aviation Project Request / Review

Home

Worklist

Programs ▾

Applications ▾

Agreements ▾

Claims ▾

Accounts ▾

Reports ▾

APM - User Guide

Help - Online Grants

Help - FAQ's

Recent Items

3000079722 ACCE...

Aviation Claim 300...

Create / Change Project Request

User ID: BBEAM1

Airport: 7W6 - Hyde County

< Back **Create New Request >**

Complete project list of 7W6

View: [Standard View] ▾ Print Version Export ▾


Project No	Longer Requested ▾	Approved ▾	Proj Request #	Project Description	Sponsor Initials
<input type="checkbox"/>	<input type="checkbox"/>	2582	TAXIWAY TURNAROUND AND LIGHTING	JH	
		2583	TAXIWAY TURNAROUND AND LIGHTING	JH	
		2584	TERMINAL AREA PAVEMENT REHABILITATION	JH	
		2585	RUNWAY EXTENSION AND LIGHTING	JH	
		2586	STANDARD INSTRUMENT APPROACH PROCEDURE	JH	

5. Enter the Project Request details (required fields include):

- Description
- Detailed Description
- Project Category
- Project Sub-Category 1
- Estimated Cost of this Project \$

Providing as much information as possible will minimize review efforts/questions.

Creating Project Requests in EBS



GRANTS

Aviation Project Request / Review

Home

Worklist

Programs

Applications

Agreements

Claims

Accounts

Reports

APM - User Guide

Help - Online Grants

Help - FAQ's

Recent Items

- 3000079722 ACCE...
- Aviation Claim 300...
- 3000080110 LAND...
- Aviation Claim 300...
- 1000004338 RUN...

Project Request - Aviation Data

* = Required Field

[Back](#)
[Save](#)
[Manage Attachments](#)
[Print](#)

General Data

Project Request #: 00000000 Spot ID: Airport Code: 7W6

Local ID: TIP SUB Number:

* Project Description:

* Detailed Project Description:

Categorization

* Project Category:

* Project Sub-Category 1:

Project Sub-Category 2:

Project Sub-Category 3:

Design Status:

Linked to Other Project Requests?: ☐ GA Development Priority:

Is Project Needed to Meet Mandatory Items?: ☐ Required Land Controlled?: ☐

Request is on Approved ALP?: ☐ Sponsor Rank (1-99):

Goal:

DOA Notes for Sponsors:

Funding

Requested Funding Year: Local Funding Match Secured?: ☐

* Estimated Cost of this Project \$: NPE Funding: ☐

Total Cost of Linked Projects \$:

APM Data

Internal Notes:

In Short List: ☐ Programmed: ☐ Approved: ☐ Pavement Condition Rating:

Planning Year: % of Local Funding Match:

Funding Category: Fund Usage:

FFunding WBS: Multiple WBS: ☐ Funded \$: Unfunded \$:

Purpose Code: Component Code: Type Code: National Priority Score:

Partner:

Status

Project No Longer Requested: ☐ Sponsor Approval Initials: Reviewed By DOA?: ☐ Approved: ☐

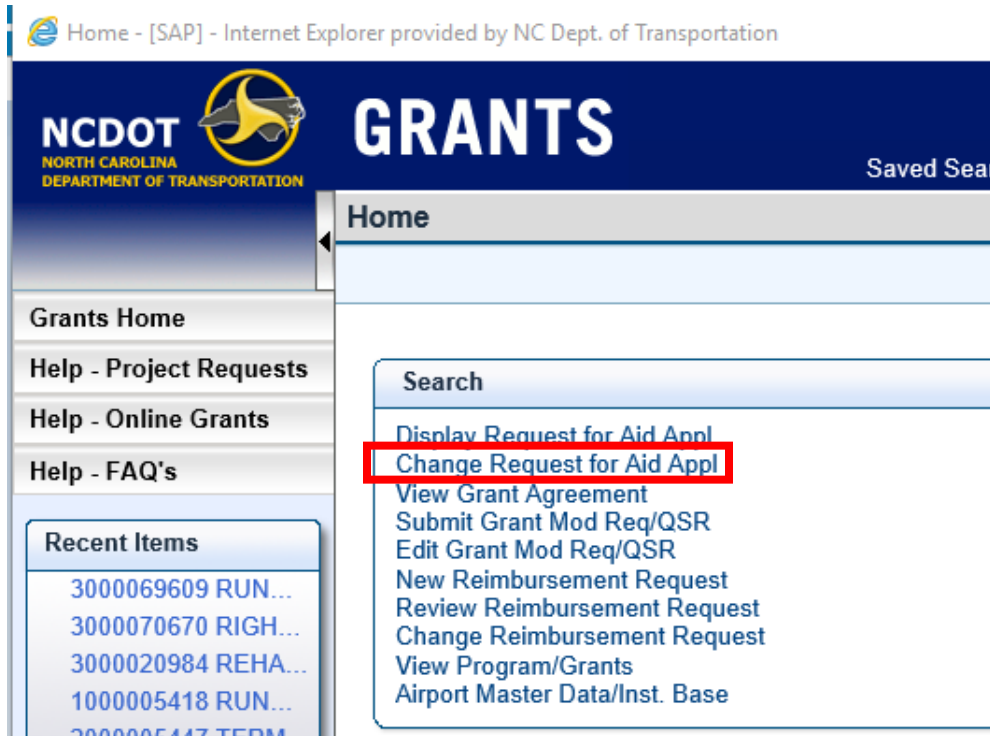
I CERTIFY THAT THE PROJECT REQUESTED IN THIS TIP SUBMISSION IS COMPLETE (INCLUDING ENGINEER'S ESTIMATES) HAVE BEEN REVIEWED BY THE GOVERNING BOARD OF THE SPONSOR RESPONSIBLE FOR FUNDING THE LOCAL SHARE OF THE PROJECT AND THAT SAID BOARD HAS FORMALLY APPROVED THE SUBMISSION OF THESE REQUESTS FOR STATE AID TO AIRPORTS (AND THE STATE BLOCK GRANT PROGRAM WHERE APPLICABLE).

[Back](#)
[Save](#)
[Manage Attachments](#)
[Print](#)

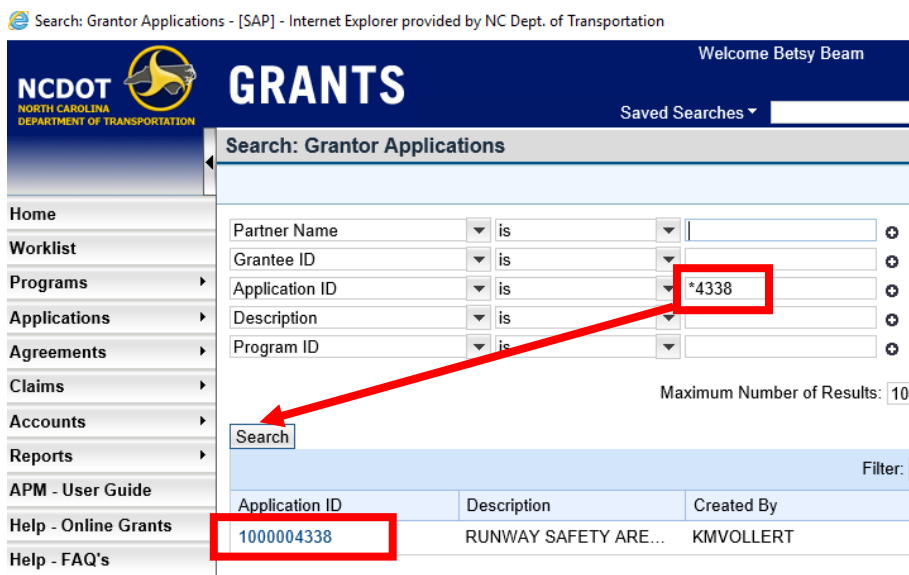
- Once the Project Request form is satisfactory, type Sponsor Approval Initials, and then select Save. APMs will review and provide comments or questions as needed.

Submitting Applications in EBS

1. Once Award Letter has been issued an email with subject title: "Aviation Application 100000#### Created" will be sent. From Grants Home page, select "Change Request for Aid Appl".



2. Search for the Application by entering the last 4 digits of the application with an asterisk. (Ex. *4338). Select "Search". Then select the Application ID.



Submitting Applications in EBS

- Verify project and contact information is correct, including Federal/State/Local percentages. Complete form with A-codes, DBE Goals and cash flow info. Upload pertinent information (see [AV-101 Checklist](#)) to support the costs associated with the application.

Edit Application - 1000004338 Back

1 / 3 Share

STATE AID AIRPORTS PROJECT ☐ STATE MATCH/AIP GRANT ☐ FEDERAL BLOCK GRANT PROGRAM

Approved Project Cost: \$500,000

Local Matching Funds Required: \$50,000.00 representing a 10.00000% local share of the project Fiscal Yr: 2 0 1 7

If this is a Federal Aid (AIP) Project indicate Federal Project Number

WORK ELEMENTS AND FUNDS REQUESTED (round funds to the nearest dollar)

Work Element	State Aid Requested	FAA Funds Proposed	Local Funds Committed	Total Estimated Cost
test	\$450,000.00		\$50,000.00	\$500,000.00
TOTALS	\$450,000.00		\$50,000.00	\$500,000.00

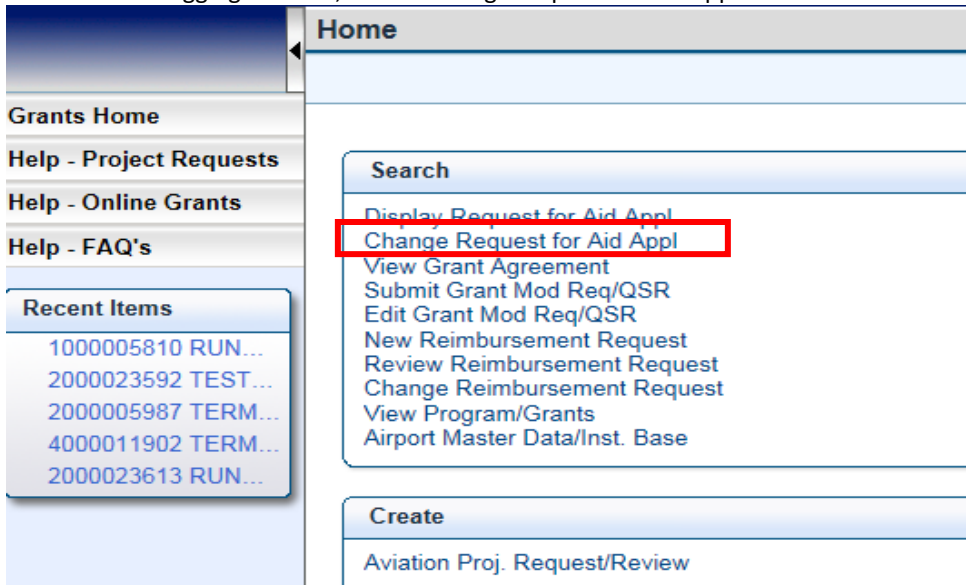
- Once the documents are uploaded and the form is satisfactory, type name, title, and PIN and submit.

Project Request	00003593	WBS	36244.60.9.3
<input checked="" type="checkbox"/>	I hereby certify that the local matching share for this project has been officially approved, placed into the budget of the Sponsoring local governmental unit and will be available for expenditure upon execution of the State Aid to Airports Grant Agreement and start of this project. I further certify that the authority of the Sponsoring local governmental unit to enter into contracts with the state of North Carolina has been reviewed by the governmental attorney and, in his opinion, the Sponsoring local governmental unit is duly authorized to commit the Sponsor to an Agreement with the North Carolina Department of Transportation.		
<input checked="" type="checkbox"/>	I further certify that all expenditures of this project will be accounted for in a manner consistent with the requirements of the State Auditor, that the Sponsor has made appropriate arrangements to have its accounts audited on an annual basis in conformance with the Single Audit Act of the State of North Carolina, and that each annual Single Audit will contain the required information about this project.		
<input checked="" type="checkbox"/>	I certify that, to the best of my knowledge, the estimated costs shown above were derived from careful analysis of the project, include all anticipated project expenses, and represent the intended budget of the Sponsor for this project.		
<input checked="" type="checkbox"/>	I acknowledge the above DBE/MBE/WBE goal and certify that it was used in the bid documents for the project according to applicable federal law CFR Title 49 Part 26 and state statutes GS 136-28.4; EO 106: GS 143-48; GS 136-28.10.		
	Name	Title	Pin
Sponsor/Representative Authorization	sdf	test	****
			Date
			12/12/2018

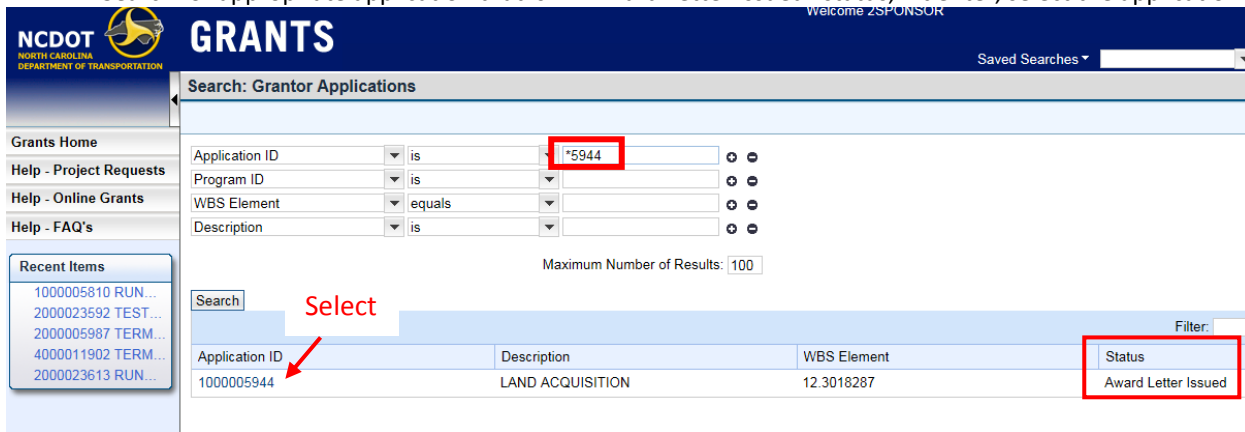
- Sponsor will receive an email notifying them that the "Unsigned Agreement" was uploaded once the application has gone through internal approvals. Sponsor will have appropriate parties sign agreement and upload to the application and email DOTAviationGrants@ncdot.gov notifying us that the partially signed grant agreement is ready for final signatures.

How to Enter Cash Flow Data in NEW Request for Aid (RFA) Application

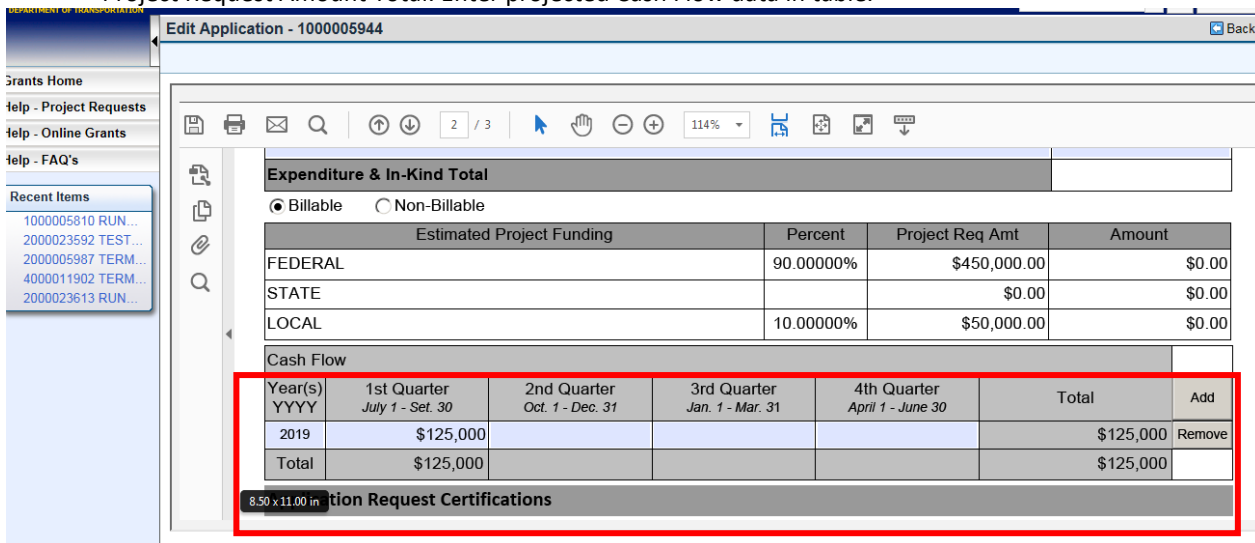
1. After logging into EBS, select "Change Request for Aid Appl"



2. Search for appropriate application that is in "Award Letter Issued" status, hit enter, select the application.



3. After entering other pertinent info, scroll to the second page and find the Cash Flow table. Cash Flow Total **MUST** match Project Request Amount Total. Enter projected Cash Flow data in table.



How to Enter Cash Flow Data in NEW Request for Aid (RFA) Application

4. If Cash Flow projections exceed 1 year, select "Add" to add a row. It's just as easy to "Remove" the row as well.

Estimated Project Funding

	Estimated Project Funding	Percent	Project Req Amt	Amount
FEDERAL		90.000000%	\$450,000.00	\$0.00
STATE			\$0.00	\$0.00
LOCAL		10.000000%	\$50,000.00	\$0.00

Cash Flow

Year(s) YYYY	1st Quarter July 1 - Sep. 30	2nd Quarter Oct. 1 - Dec. 31	3rd Quarter Jan. 1 - Mar. 31	4th Quarter April 1 - June 30	Total	
2019	\$125,000	\$50,000	\$25,000	\$25,000	\$225,000	Remove
2020	\$50,000	\$50,000	\$75,000	\$50,000	\$225,000	Remove
2021	\$50,000				\$50,000	Remove
Total	\$225,000	\$100,000	\$100,000	\$75,000	\$500,000	

Application Request Certifications

Cash Flow Total MUST match Project Req Amt Total
Example below = \$500,000

Select

Cash Flow Total = \$500,000

5. Review application. If no changes are needed, proceed to PIN and Submit as usual.

Sponsor/Representative Authorization

Name	Title	Pin	Date
			08/03/2018

Grant Submittal Certification

☐ I certify that terms and conditions/agreement along with assurances are attached herewith.

Name	Title	Pin	Date

Buttons: Save, Check, Submit

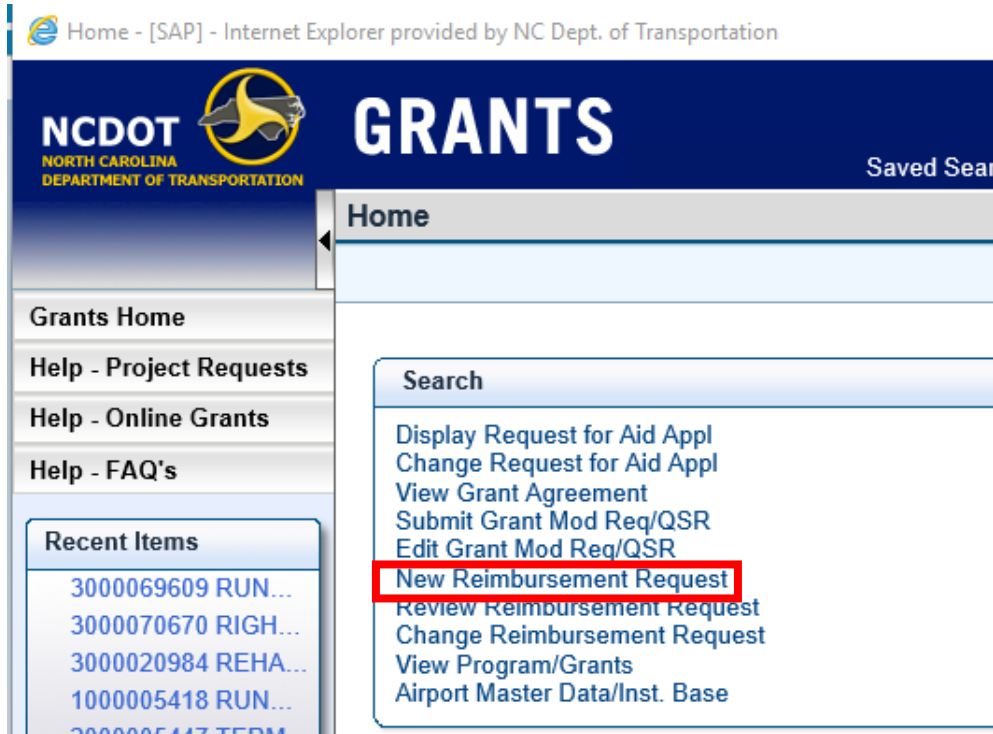
For more information watch this instructional YouTube video:

<https://www.youtube.com/watch?v=x9A8b4mYWao>

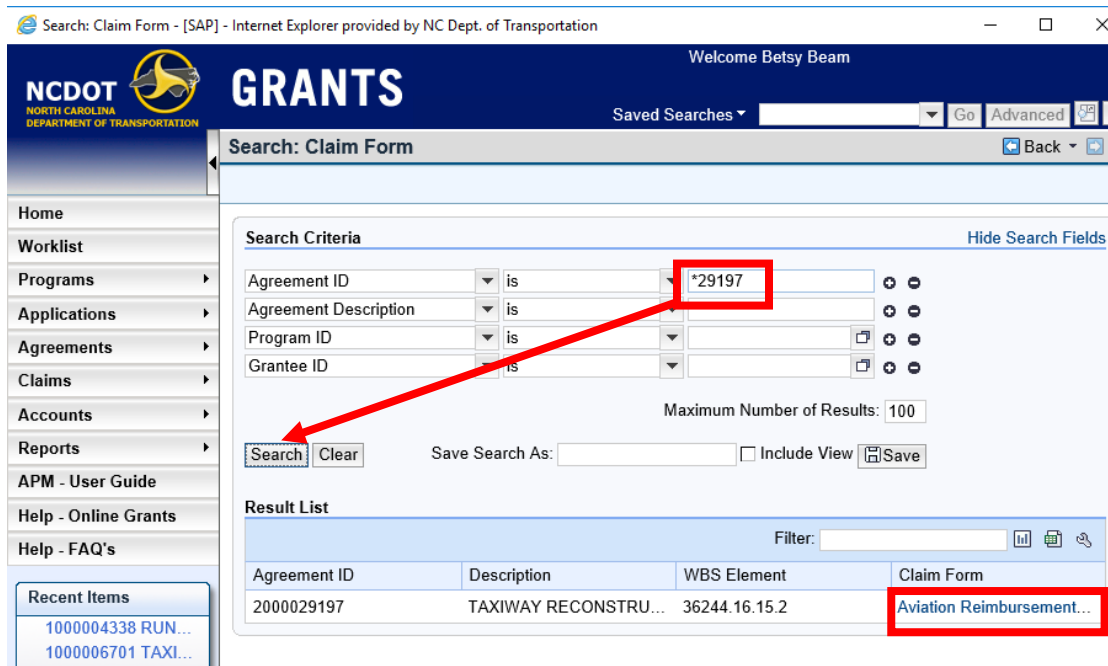
Cash Flow instructions at 05:39 mark

Submitting Claims in EBS

1. Once an Agreement is established the sponsor is allowed to request Reimbursements/Advances against said Agreement. From the home page select "New Reimbursement Request".



2. Search for Agreement by entering the last 5 digits of the agreement with an asterisk. (Ex. *29197). Select "Search". Then select the Aviation Reimbursement.



Submitting Claims in EBS

- Verify project and contact information is correct. Input required data paying close attention to details (see [DETAILS MATTER](#)). Only select "Yes" this is an Advance Payment request if ALL of the payment verification will not be provided. Upload pertinent information (see [AV-103 Checklist](#)) to support the costs associated with the claim.

Welcome Betsy Beam

GRANTS

Saved Searches ▾

New Claim Form

North Carolina Department of Transportation
Division of Aviation
Request for Reimbursement

Project Sponsor: BURLINGTON ALAMANCE AIRPORT AUTHORITY

Mailing Address: AIRPORT AUTHORITY
3441 N AVIATION DR
BUY
BURLINGTON, NC 27215-5489

Federal Project Number:

Program: AV_STATE_GRANT - Aviation State Aid

Agreement Number: 2000029197 Agreement Period From: 07/01/2015 To: 12/31/2030

Agreement Description: TAXIWAY RECONSTRUCTION

Grantee ID: 1000001075 WBS: 36244.16.15.2

Invoice Number: * Date Prepared: * 05/22/2019

Invoice Period: From: * To: * Final Invoice: * ☐ Yes ☒ No

DBE/MBE/WBE sub-contractor vendor payments made during this invoice period? *

Is this an Advance Payment request? *

Submitted by: Betsy Beam Yes ☒ No ☐ Date: 5/22/19

- Enter A-code amounts and any necessary comments.

New Claim Form - [SAP] - Internet Explorer provided by NC Dept. of Transportation

Welcome Betsy Beam

GRANTS

Saved Searches ▾

New Claim Form

Home
Worklist
Programs
Applications
Agreements
Claims
Accounts
Reports
APM - User Guide
Help - Online Grants
Help - FAQ's

Recent Items
1000004338 RUN...
1000006701 TAXI...
2000029197 TAXI...
3000082702 TAXI...
AV_STATE_MATC...

EXPENSES:

Expenses	Description	Approved Budget	Approved Expenditures	Expenses This Period	Agreement To Date Expenditures	Balance
A101	A101 - Administrative Expense	\$150,500.00	\$1,200.00		\$1,200.00	\$149,300.00
A102	A102 - Preliminary Eng./Planning/Testing	\$149,500.00	\$0.00		\$0.00	\$149,500.00
A103	A103 - Land Acq./Site/Utility Relocation	\$100,000.00	\$0.00		\$0.00	\$100,000.00
A104	A104 - Engineering Services Basic Fees	\$100,000.00	\$0.00		\$0.00	\$100,000.00
TOTAL EXPENSES		\$500,000.00	\$2,011.00		\$2,011.00	\$497,989.00

CLAIM PERCENTAGES:

	CLAIM AMOUNT	CLAIMED TO DATE	AGREED AMOUNT
TOTAL NET CLAIM THIS PERIOD		\$2,011.00	\$500,000.00
ESTIMATED LOCAL SHARE	10.000000%	\$0.00	\$201.10
ESTIMATED STATE SHARE	90.000000%	\$0.00	\$1,809.90
ESTIMATED AMOUNT DUE THIS INVOICE		\$0.00	\$1,809.90

NOTE: FINAL SHARE AMOUNTS ON FINAL INVOICE MAY VARY SLIGHTLY DUE TO CUMULATIVE ROUNDING.


COMMENTS:

Submitting Claims in EBS

- Once the documents are uploaded and the form is satisfactory, type name and PIN, and then select Submit.

New Claim Form - [SAP] - Internet Explorer provided by NC Dept. of Transportation

Welcome Betsy Beam

NCDOT  **GRANTS**

North Carolina Department of Transportation

Saved Searches

New Claim Form

Home
Worklist
Programs
Applications
Agreements
Claims
Accounts
Reports
APM - User Guide
Help - Online Grants
Help - FAQ's

Recent Items
1000004338 RUN...
1000006701 TAXI...
2000029197 TAXI...
3000082702 TAXI...
AV_STATE_MATC...

AV-505IAV-500 Page 1 of 2

AUTHORIZING SUB-RECIPIENT SIGNATURE
(FINAL REIMBURSEMENT CLAIM)
I hereby certify that the project referenced above has been fully completed in all respects and that all invoices have been paid to contractors and consultants. I also certify that the local government sponsoring the airport, through its project oversight program and final inspection, assures that the finished project corresponds with the approved state grant as contained in the Grant Agreement, was carried out in accordance with applicable federal, state, and local laws and regulations, and is consistent with the requirements of the State Aid to Airports Grant Agreement. I further certify that the funds amount shown, including any final payment request, are based upon a Sponsor audit of expenditures and have been determined reasonable and appropriate for the project, pending review as part of an annual system audit of the Sponsor, & represent the actual final costs & shares of this project.

Name: PIN Date: (mm/dd/yyyy)* 05/22/2019

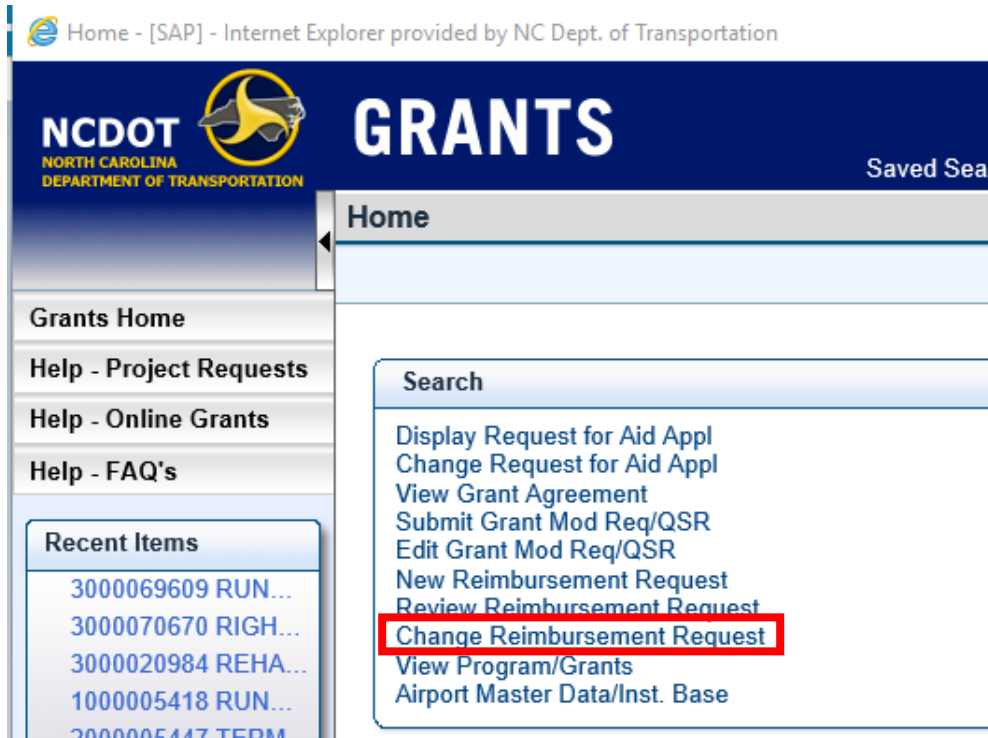
100% 100%

- Sponsor will be notified via email once the claim has been Approved/Returned/Rejected.

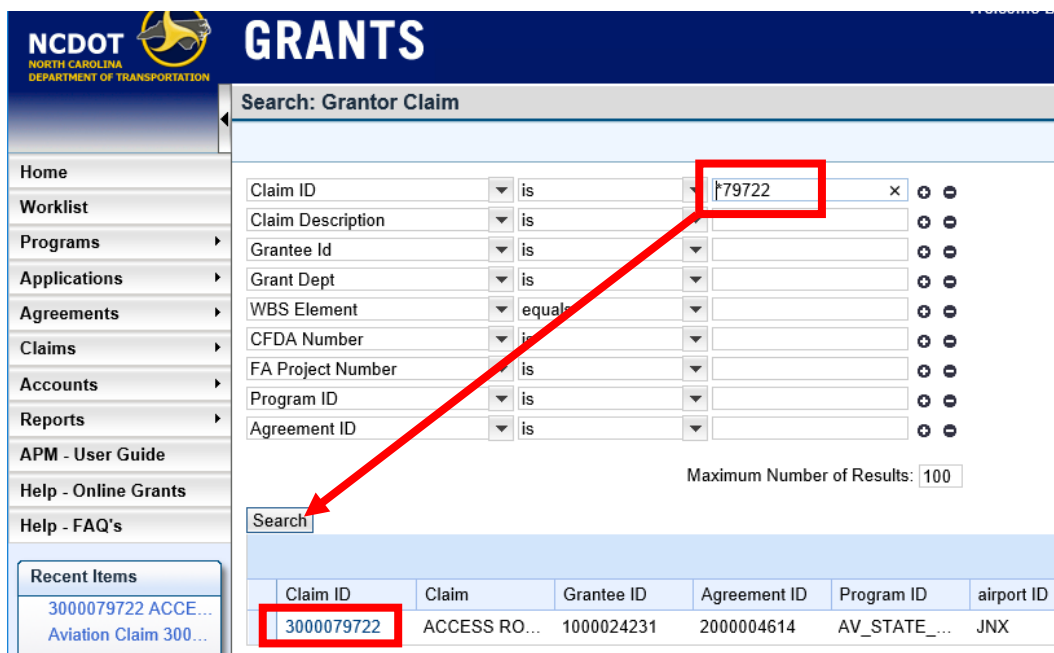
Revising Claims in EBS

- Once a Claim has been submitted to DoA, if revisions need to be made to the claim form then DoA will RETURN the claim noting the requested changes. Select "Change Reimbursement Request".

Note: Sponsors can upload additional documentation at any time without the Claim being returned.

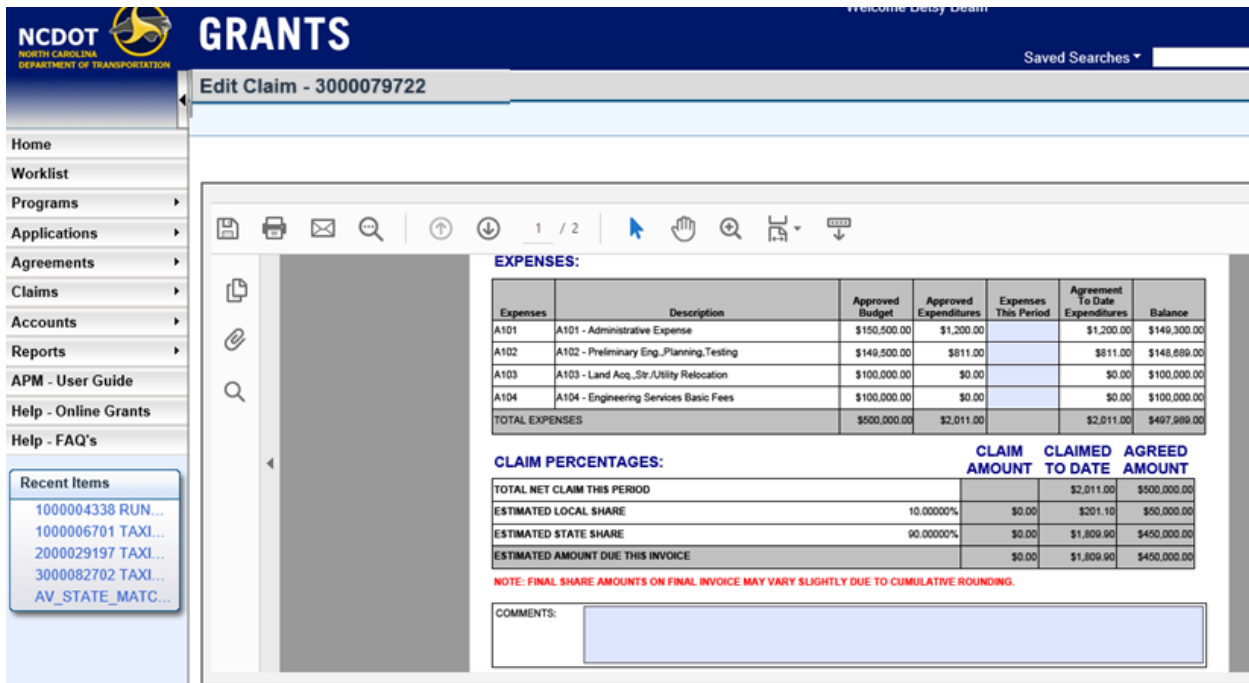


- Search for the Claim by entering the last 5 digits of the claim with an asterisk. (Ex. *79722). Select "Search". Then select the Claim number.



Revising Claims in EBS

- Make any necessary changes to the claim form including A-code expenses and comments.



EXPENSES:

Expenses	Description	Approved Budget	Approved Expenditures	Expenses This Period	Agreement To Date Expenditures	Balance
A101	A101 - Administrative Expense	\$150,500.00	\$1,200.00		\$1,200.00	\$149,300.00
A102	A102 - Preliminary Eng., Planning, Testing	\$149,500.00	\$811.00		\$811.00	\$148,689.00
A103	A103 - Land Acq., Str./Utility Relocation	\$100,000.00	\$0.00		\$0.00	\$100,000.00
A104	A104 - Engineering Services Basic Fees	\$100,000.00	\$0.00		\$0.00	\$100,000.00
TOTAL EXPENSES		\$500,000.00	\$2,011.00		\$2,011.00	\$497,989.00

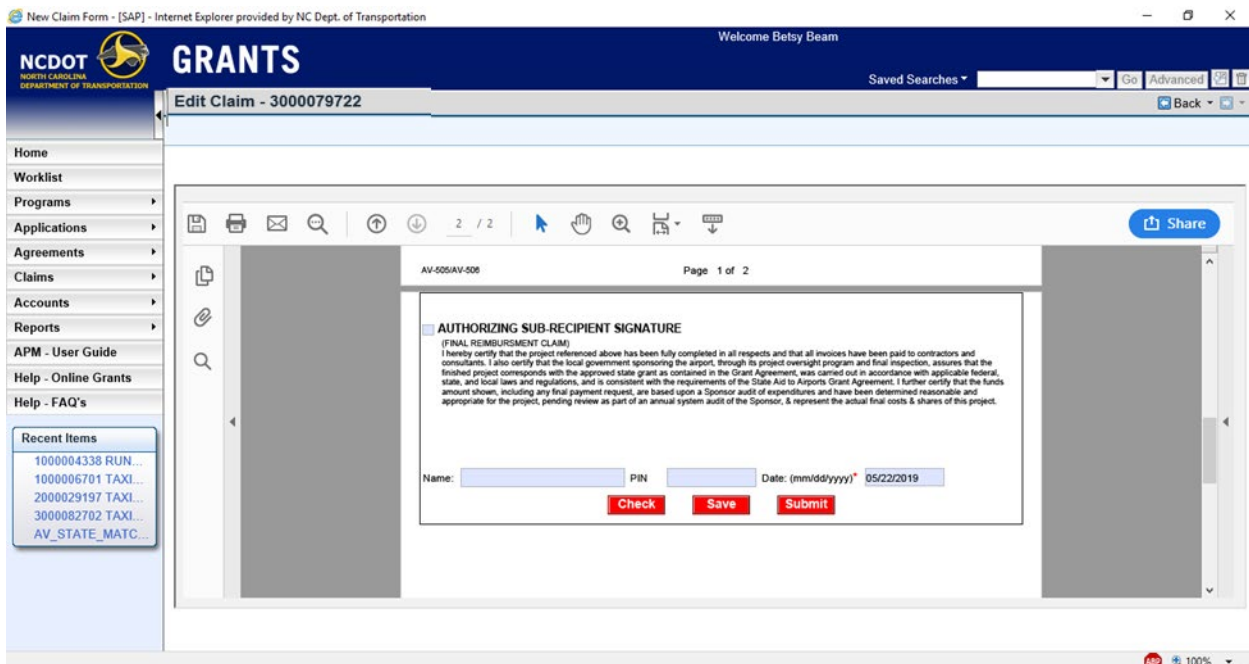
CLAIM PERCENTAGES:

	CLAIM AMOUNT	CLAIMED TO DATE	AGREED AMOUNT
TOTAL NET CLAIM THIS PERIOD		\$2,011.00	\$500,000.00
ESTIMATED LOCAL SHARE	10.000000%	\$0.00	\$201.10
ESTIMATED STATE SHARE	90.000000%	\$0.00	\$1,809.90
ESTIMATED AMOUNT DUE THIS INVOICE		\$0.00	\$1,809.90

NOTE: FINAL SHARE AMOUNTS ON FINAL INVOICE MAY VARY SLIGHTLY DUE TO CUMULATIVE ROUNDING.

COMMENTS:

- Upload any additional documents (such as Payment Verifications that are now available or revised documents to support the changes made) and once the form is satisfactory, type name and PIN, and then select Submit.



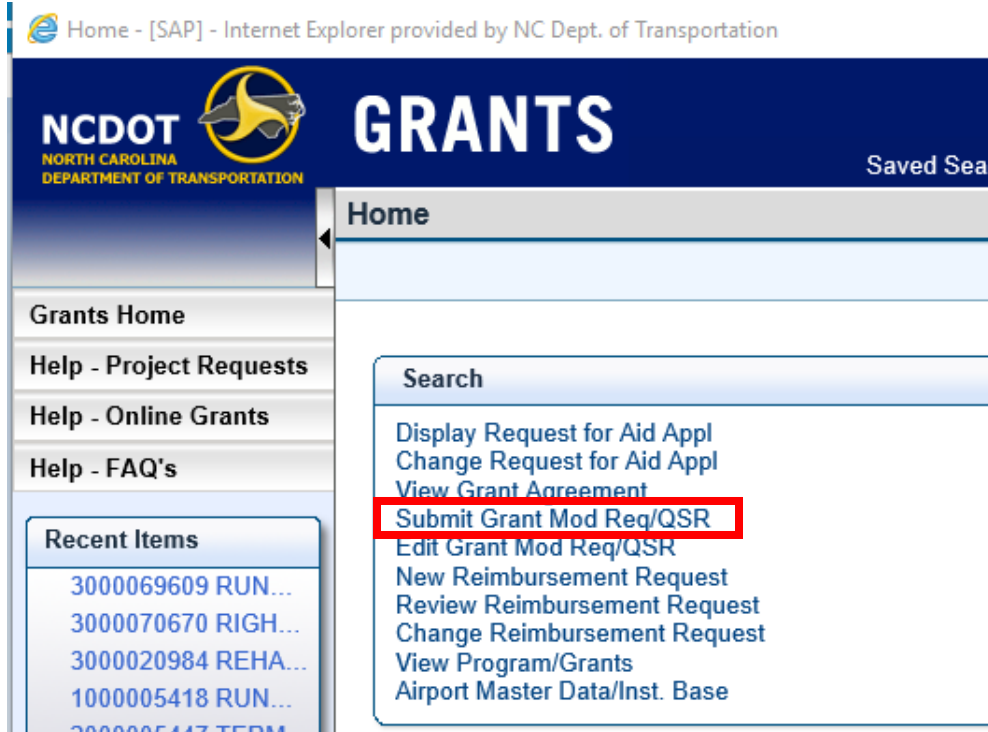
AUTHORIZING SUB-RECIPIENT SIGNATURE
(FINAL REIMBURSEMENT CLAIM)
I hereby certify that the project referenced above has been fully completed in all respects and that all invoices have been paid to contractors and consultants. I also certify that the local government sponsoring the airport, through its project oversight program and final inspection, assures that the finished project corresponds with the approved state grant as contained in the Grant Agreement, was carried out in accordance with applicable federal, state, and local laws and regulations, and is consistent with the requirements of the State Aid to Airports Grant Agreement. I further certify that the funds amount shown, including any final payment request, are based upon a Sponsor audit of expenditures and have been determined reasonable and appropriate for the project, pending review as part of an annual system audit of the Sponsor, & represent the actual final costs & shares of this project.

Name: PIN: Date: (mm/dd/yyyy)* 05/22/2019

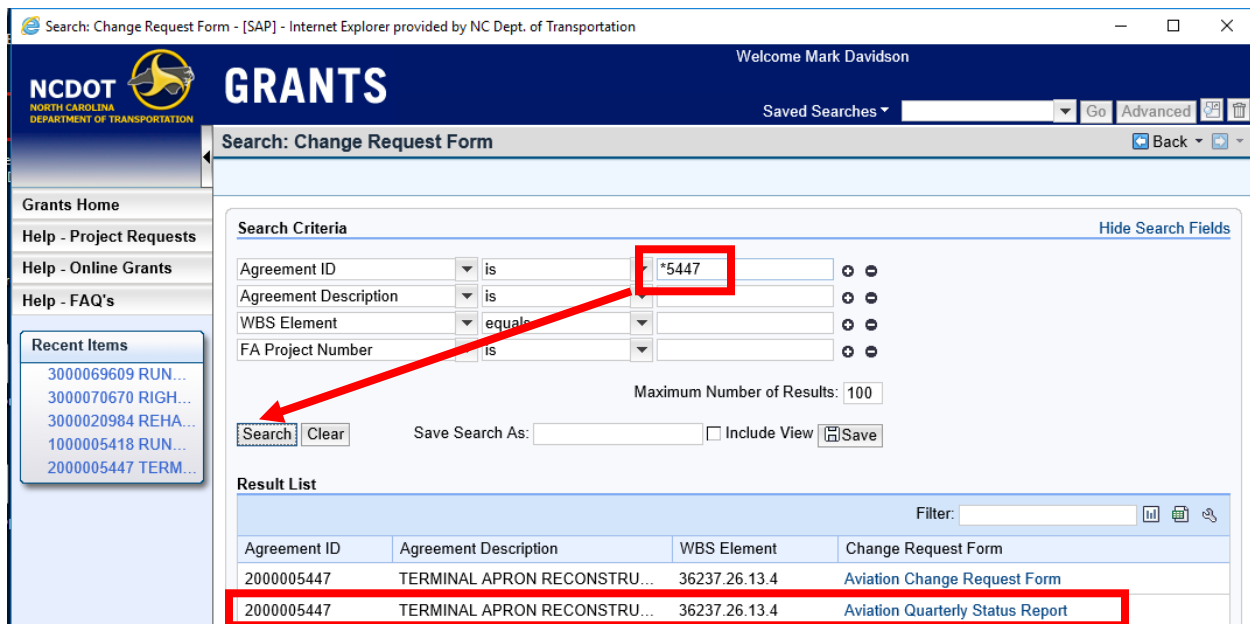
- Sponsor will be notified via email once the claim has been Approved/Returned/Rejected.

Submitting QSRs in EBS

1. From Grants Home page, select "Submit Grant Mod Req/QSR". If you previously started a Grant Mod Req/QSR but haven't submitted it, then select "Edit Grant Mod Req/QSR".

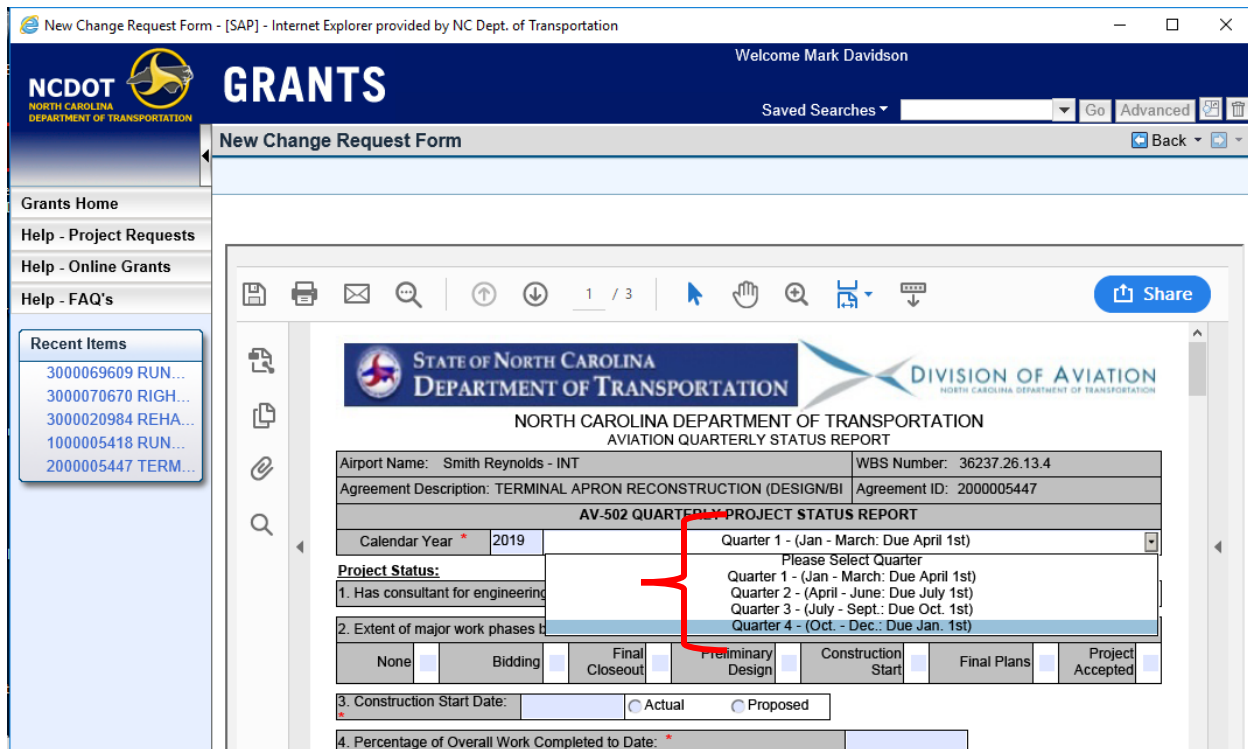


2. Search for the Grant Agreement by entering the last 4 digits of the agreement with an asterisk. (Ex. *5447). Select "Search". Then select the "Aviation Quarterly Status Report".



Submitting QSRs in EBS

- Verify project information is correct. Select quarter for which you're reporting on, typing in the year. Complete form.



New Change Request Form - [SAP] - Internet Explorer provided by NC Dept. of Transportation

Welcome Mark Davidson

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

GRANTS

Saved Searches [Go] [Advanced] [Back]

New Change Request Form

Grants Home

Help - Project Requests

Help - Online Grants

Help - FAQ's

Recent Items

- 3000069609 RUN...
- 3000070670 RIGH...
- 3000020984 REHA...
- 1000005418 RUN...
- 2000005447 TERM...

STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

DIVISION OF AVIATION NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION AVIATION QUARTERLY STATUS REPORT

Airport Name: Smith Reynolds - INT WBS Number: 36237.26.13.4

Agreement Description: TERMINAL APRON RECONSTRUCTION (DESIGN/BI) Agreement ID: 2000005447

AV-502 QUARTERLY PROJECT STATUS REPORT

Calendar Year * 2019

Project Status:

1. Has consultant for engineering

2. Extent of major work phases b

None Bidding Final Closeout Preliminary Design Construction Start Final Plans Project Accepted

3. Construction Start Date: Actual Proposed

4. Percentage of Overall Work Completed to Date: *

Quarter 1 - (Jan - March: Due April 1st)

Please Select Quarter

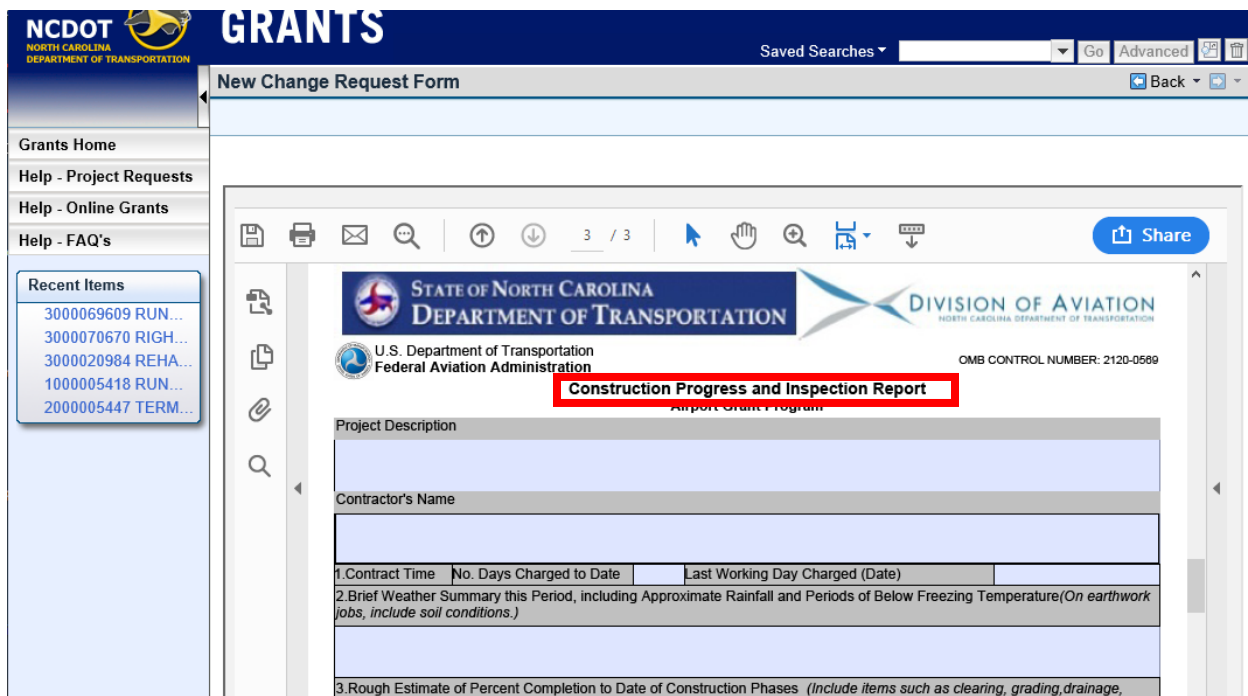
Quarter 1 - (Jan - March: Due April 1st)

Quarter 2 - (April - June: Due July 1st)

Quarter 3 - (July - Sept.: Due Oct. 1st)

Quarter 4 - (Oct. - Dec.: Due Jan. 1st)

- Once a claim has been submitted containing Construction charges (anything billed to A106) then the 3rd page of the QSR form **must** also be completed. Projects that have **not** billed A106 are not subject to the Construction portion of the QSR form.



NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

GRANTS

Saved Searches [Go] [Advanced] [Back]

New Change Request Form

Grants Home

Help - Project Requests

Help - Online Grants

Help - FAQ's

Recent Items

- 3000069609 RUN...
- 3000070670 RIGH...
- 3000020984 REHA...
- 1000005418 RUN...
- 2000005447 TERM...

STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

DIVISION OF AVIATION NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

U.S. Department of Transportation Federal Aviation Administration

OMB CONTROL NUMBER: 2120-0569

Construction Progress and Inspection Report

Project Description

Contractor's Name

1. Contract Time No. Days Charged to Date Last Working Day Charged (Date)

2. Brief Weather Summary this Period, including Approximate Rainfall and Periods of Below Freezing Temperature (On earthwork jobs, include soil conditions.)

3. Rough Estimate of Percent Completion to Date of Construction Phases (Include items such as clearing, grading, drainage, base surface, lighting, etc.)

Submitting QSRs in EBS



- Be sure to scroll all the way to the bottom of the form to enter your name and "Submit".



New Change Request Form - [SAP] - Internet Explorer provided by NC Dept. of Transportation

Welcome Mark Davidson

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

GRANTS

Saved Searches Go Advanced  


New Change Request Form  Back 

Grants Home
Help - Project Requests
Help - Online Grants
Help - FAQ's

Recent Items

- 3000069609 RUN...
- 3000070670 RIGH...
- 3000020984 REHA...
- 1000005418 RUN...
- 2000005447 TERM...

3 / 3

 Share

6. Description of Anticipated Work by Contractor for Next Period

7. Problem Areas/Other Comments (Include revisions to plans and specifications approved or denied, delays, difficulties, etc. and actions taken.)

SPONSOR OR REPRESENTATIVE

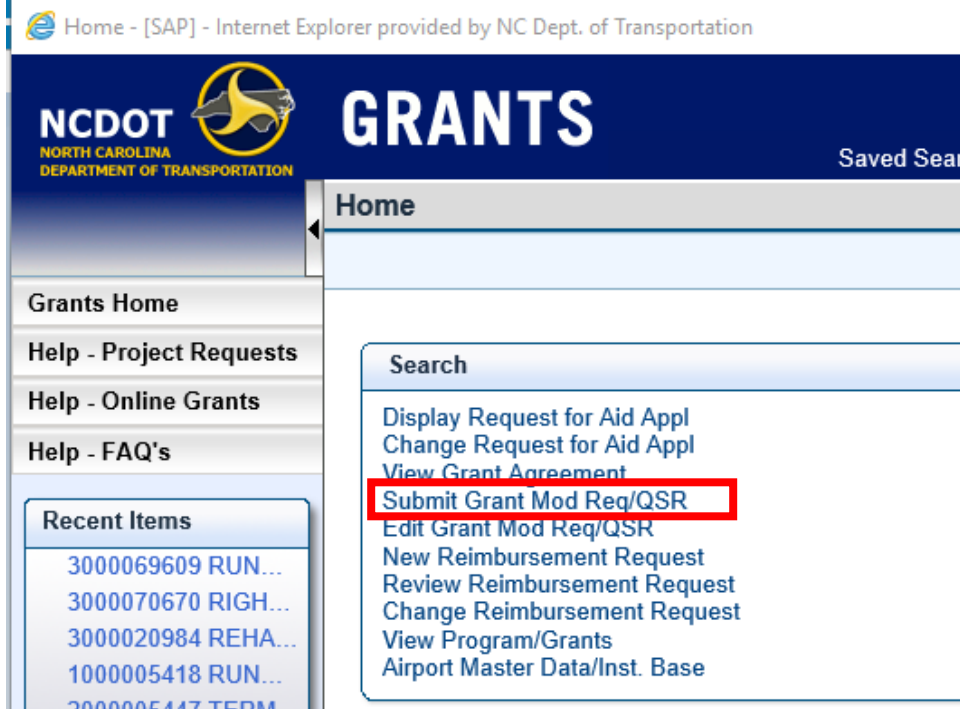
Name: Date: 04/15/2019

Submit **Save** **Check**

FAA Form 5370-1 (12/18) SUPERCEDES PREVIOUS EDITION

Submitting Non-Amount Grant Mod (Change Request) in EBS

- Once an Agreement is established the sponsor is allowed to submit Grant Mod (Change Requests) against said Agreement. From the home page select "Submit Grant Mod Req/QSR".



Home - [SAP] - Internet Explorer provided by NC Dept. of Transportation

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

GRANTS

Saved Search

Home

Grants Home

Help - Project Requests

Help - Online Grants

Help - FAQ's

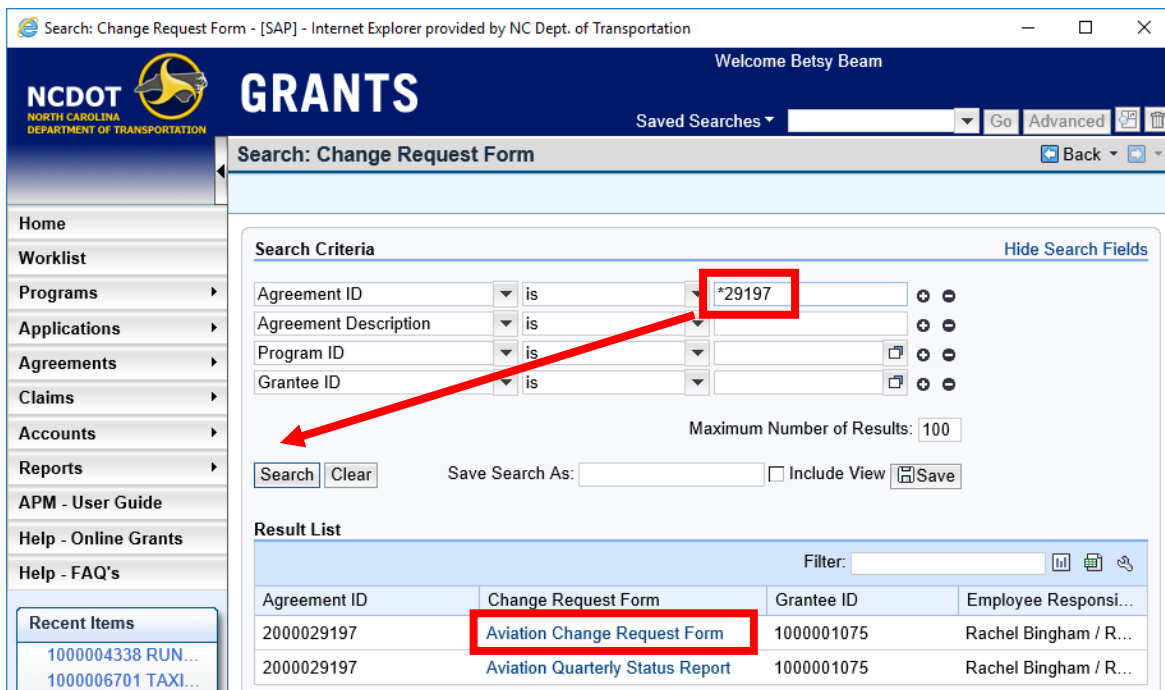
Recent Items

- 3000069609 RUN...
- 3000070670 RIGH...
- 3000020984 REHA...
- 1000005418 RUN...
- 2000005447 TERN...

Search

- Display Request for Aid Appl
- Change Request for Aid Appl
- View Grant Agreement
- Submit Grant Mod Req/QSR**
- Edit Grant Mod Req/QSR
- New Reimbursement Request
- Review Reimbursement Request
- Change Reimbursement Request
- View Program/Grants
- Airport Master Data/Inst. Base

- Search for Agreement by entering the last 5 digits of the agreement with an asterisk. (Ex. *29197). Select "Search". Then select the Aviation Change Request Form.



Search: Change Request Form - [SAP] - Internet Explorer provided by NC Dept. of Transportation

Welcome Betsy Beam

Saved Searches

Go Advanced

Search: Change Request Form

Back

Search Criteria

Hide Search Fields

Agreement ID is *29197

Agreement Description is

Program ID is

Grantee ID is

Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

Result List

Filter:

Agreement ID	Change Request Form	Grantee ID	Employee Responsi...
2000029197	Aviation Change Request Form	1000001075	Rachel Bingham / R...
2000029197	Aviation Quarterly Status Report	1000001075	Rachel Bingham / R...

Submitting Non-Amount Grant Mod (Change Request) in EBS

- Verify project and contact information is correct. Input required data paying close attention to details (see [DETAILS MATTER](#)). Upload pertinent information (see [AV-102 Checklist](#)) to support the changes being requested.

SUBMITTED BY: Betsy Beam

REASON FOR CHANGE: * Request grant extension to 7/1/2020 due to weather delays. Also, requesting a budget revision to add construction to this project. *See AV-102 Checklist for pertinent documentation!*

CODE	EXPENSE DESCRIPTION	APPROVED BUDGET	CLAIMED AMOUNT	CHANGE AMOUNT (+/-)	PROPOSED AMOUNT
A101	A101 - Administrative Expense	\$150,500.00	\$1,200.00	\$-50,000.00	\$100,500.00
A102	A102 - Preliminary Eng., Planning, Testing	\$149,500.00	\$811.00	\$-50,000.00	\$99,500.00
A103	A103 - Land Acq., Str./Utility Relocation	\$100,000.00			\$100,000.00
A104	A104 - Engineering Services Basic Fees	\$100,000.00			\$100,000.00
A105	A105 - Project Inspection, QA, Testing				
A106	A106 - Const. & Project Improvement Cost			\$100,000.00	\$100,000.00
A107	A107 - Equipment(i.e. nav aids, Fire Truck				
A108	A108 - Miscellaneous(specify)				
A109	A109 - In Kind				
TOTAL EXPENSES		\$500,000.00	\$2,011.00	\$0.00	\$500,000.00

Overall change to grant is \$0 (non-amount)

- Once the documents are uploaded and the form is satisfactory, type name and PIN, and then select Submit.

New Change Request Form - [SAP] - Internet Explorer provided by NC Dept. of Transportation

Welcome Betsy Beam

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

GRANTS

Saved Searches *

New Change Request Form

Home

Worklist

Programs

Applications

Agreements

Claims

Accounts

Reports

APM - User Guide

Help - Online Grants

Help - FAQ's

Recent Items

1000004338 RUN...

1000006701 TAXI...

2000029197 TAXI...

3000082702 TAXI...

AV_STATE_MATC...

1 / 1

A107 A107 - Equipment(i.e. nav aids, Fire Truck

A108 A108 - Miscellaneous(specify)

A109 A109 - In Kind

TOTAL EXPENSES \$500,000.00 \$2,011.00 \$0.00 \$500,000.00

FUNDING SOURCES	APPROVED BUDGET	CHANGE AMOUNT (+/-)	PROPOSED AMOUNT
STATE SHARE: 90.000000%	\$450,000.00	\$0.00	\$450,000.00
LOCAL SHARE: 10.000000%	\$50,000.00	\$0.00	\$50,000.00

SUB-RECIPIENT AUTHORIZING SIGNATURE

I have read and accept terms and conditions of the grant funding. Those terms and conditions are incorporated into this contract change, as executed by the pin number entered below.

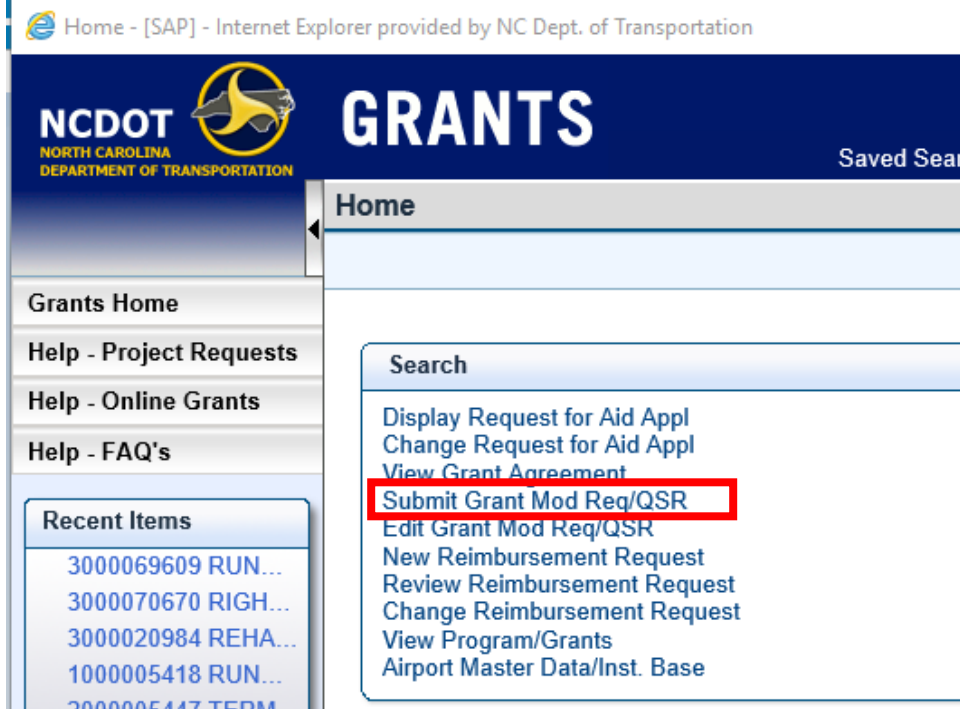
Name: PIN: Date: 05/22/2019

Submit Save Check

- Sponsor will be notified via email once the Change Request has been Approved/Returned/Rejected.

Submitting Grant Mod (Change Requests) in EBS

- Once an Agreement is established the sponsor is allowed to submit Grant Mod (Change Requests) against said Agreement. From the home page select "Submit Grant Mod Req/QSR".



Home - [SAP] - Internet Explorer provided by NC Dept. of Transportation

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

GRANTS

Saved Search

Home

Grants Home
Help - Project Requests
Help - Online Grants
Help - FAQ's

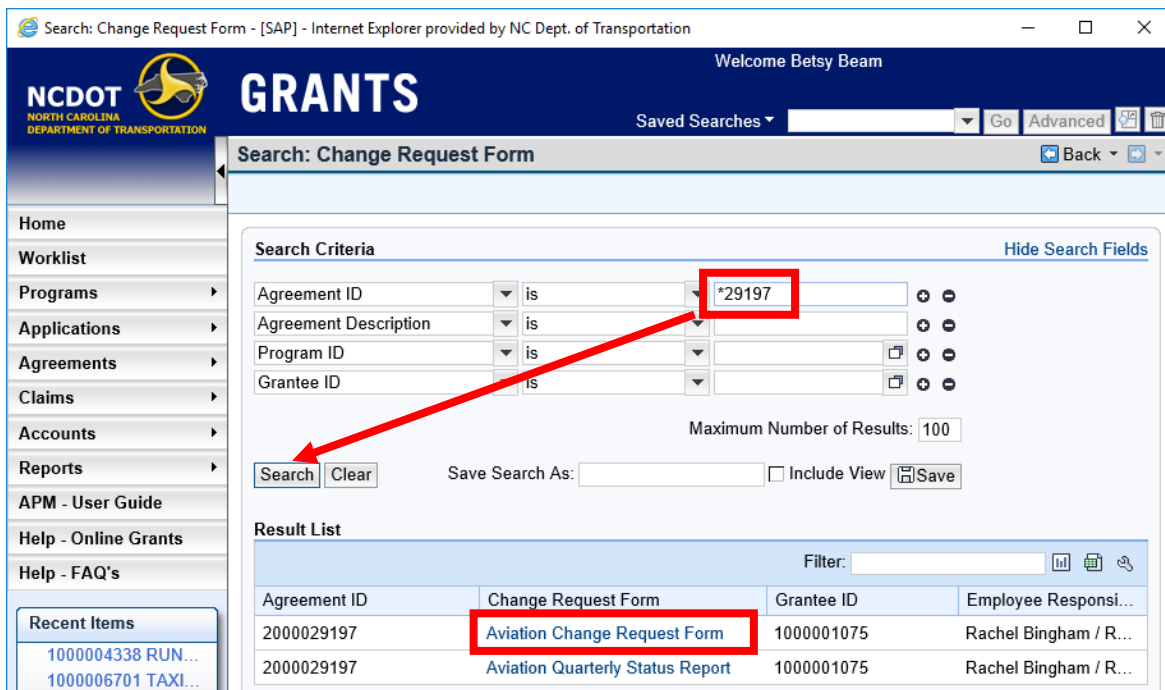
Recent Items

- 3000069609 RUN...
- 3000070670 RIGH...
- 3000020984 REHA...
- 1000005418 RUN...
- 2000005447 TERN...

Search

- Display Request for Aid Appl
- Change Request for Aid Appl
- View Grant Agreement
- Submit Grant Mod Req/QSR**
- Edit Grant Mod Req/QSR
- New Reimbursement Request
- Review Reimbursement Request
- Change Reimbursement Request
- View Program/Grants
- Airport Master Data/Inst. Base

- Search for Agreement by entering the last 5 digits of the agreement with an asterisk. (Ex. *29197). Select "Search". Then select the Aviation Change Request Form.



Search: Change Request Form - [SAP] - Internet Explorer provided by NC Dept. of Transportation

Welcome Betsy Beam

Saved Searches

Go Advanced

Search: Change Request Form

Back

Search Criteria

Hide Search Fields

Agreement ID is *29197

Agreement Description is

Program ID is

Grantee ID is

Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

Result List

Filter:

Agreement ID	Change Request Form	Grantee ID	Employee Responsi...
2000029197	Aviation Change Request Form	1000001075	Rachel Bingham / R...
2000029197	Aviation Quarterly Status Report	1000001075	Rachel Bingham / R...

Submitting Grant Mod (Change Requests) in EBS

- Verify project and contact information is correct. Input required data paying close attention to details (see [DETAILS MATTER](#)). Upload pertinent information (see [AV-102 Checklist](#)) to support the changes being requested. **Awarded amount vs documentation amount**

REASON FOR CHANGE: *

Requesting additional NPE funds be added to allow for additional bid advertisements due to no response on original advertisement.

CODE	EXPENSE DESCRIPTION	APPROVED BUDGET	CLAIMED AMOUNT	CHANGE AMOUNT (+/-)	PROPOSED AMOUNT
A101	A101 - Administrative Expense	\$150,500.00	\$1,200.00	\$250.00	\$150,750.00
A102	A102 - Preliminary Eng., Planning, Testing	\$149,500.00	\$811.00		\$149,500.00
A103	A103 - Land Acq., Str./Utility Relocation	\$100,000.00			\$100,000.00
A104	A104 - Engineering Services Basic Fees	\$100,000.00			\$100,000.00
A105	A105 - Project Inspection, QA, Testing				
A106	A106 - Const. & Project Improvement Cost				
A107	A107 - Equipment(i.e. nav aids, Fire Truck				
A108	A108 - Miscellaneous(specify)				
A109	A109 - In Kind				
TOTAL EXPENSES		\$500,000.00	\$2,011.00	\$250.00	\$500,250.00

Overall change to grant is \$250 (increased amount)

- Once the documents are uploaded and the form is satisfactory, type name and PIN, and then select Submit.

New Change Request Form - [SAP] - Internet Explorer provided by NC Dept. of Transportation

Welcome Betsy Beam

GRANTS

Saved Searches

New Change Request Form

Home

Worklist

Programs

Applications

Agreements

Claims

Accounts

Reports

APM - User Guide

Help - Online Grants

Help - FAQ's

Recent Items

1000004338 RUN...

1000006701 TAXI...

2000029197 TAXI...

3000082702 TAXI...

AV_STATE_MATC...

A107	A107 - Equipment(i.e. nav aids, Fire Truck				
A108	A108 - Miscellaneous(specify)				
A109	A109 - In Kind				
TOTAL EXPENSES		\$500,000.00	\$2,011.00	\$0.00	\$500,000.00

FUNDING SOURCES		APPROVED BUDGET	CHANGE AMOUNT (+/-)	PROPOSED AMOUNT
STATE SHARE:	90.000000%	\$450,000.00	\$0.00	\$450,000.00
LOCAL SHARE:	10.000000%	\$50,000.00	\$0.00	\$50,000.00

SUB-RECIPIENT AUTHORIZING SIGNATURE

I have read and accept terms and conditions of the grant funding. Those terms and conditions are incorporated into this contract change, as executed by the pin number entered below.

Name: PIN: Date: 05/22/2019

- Sponsor will be notified via email once the Change Request has been Approved/Returned/Rejected.

General

1. Iran Divestment Act certification is no longer required.
2. Hard copies of grant agreements and FAA AIP Certifications no longer need to be mailed to the Division.
3. Notify Grants Staff or your APM of upcoming Board meetings if an application needs to be expedited; we'll do our best to accommodate.
4. Remember to use the established Naming Convention when uploading documents in EBS/PC. Eventually, this will become a drop-down list that will be required.
5. State funding will expire after two years rather than four.
6. **Applications** in EBS/PC start with 100000xxxx.
7. **Agreements** in EBS/PC start with 200000xxxx.
8. **Claims** (Reimbursements/Advances) in EBS/PC start with 300000xxxx.
9. **Change Requests** in EBS/PC start with 400000xxxx.

Request for Aid Applications

1. AV-500 (Certification of Local Funds) is no longer required.
2. RS-2 forms (prime or subs) are no longer required.
3. Sponsors are no longer required to *second* PIN the RFA after the Department signs the agreement. It has been removed.
4. Using DocuSign to sign grant agreements expedites approval process.
5. Remember to email DOTAviationGrants@ncdot.gov when uploading a partially signed (by the sponsor) grant agreement or AIP Certifications. *(Do NOT mail hard copies.)*
6. FAA AIP Certifications are only applicable to federally funded projects (WBS starts with 36237); DO NOT UPLOAD FOR STATE FUNDED PROJECTS.
7. FAA AIP Certifications – there are 7 of them. All must be completed. Don't skip questions. Be sure to include pertinent project information at the top of each Certification. Each Certification must be signed and dated.

Change Requests

1. QSRs are now submitted via the Change Request module.
2. The Quarters and their due dates have NOT changed.

3. There are 3 pages to the QSR module. The last page requires name and date.
4. The Construction portion of the QSR (3rd page) must be completed once charges against the Construction line item (A106) have been submitted.
5. Extension Requests (previously AV-507) are now submitted via the Change Request module.

Claims

1. Prior to submitting a Claim Form, review in detail to avoid delays and returns.
2. Invoice # = sequential numbering (First Invoice = 1, Second Invoice = 2, etc.); not Invoice # ex. 113402.
3. If no vendor payments were made during this claim period, mark "No". If "Yes" is marked, a signed AV509-510 form must be provided showing vendor payment details.
4. If this is NOT a FINAL claim request, mark "No". If "Yes" is marked, closeout documentation must be provided.
5. For Resident Project Representative (RPR) direct costs, a completed RPR form is required (or an equivalent). Meals are only eligible when employee is in overnight status. However, hours must be included to determine meal eligibility. (Ex. If employee returned home/work by noon, dinner for that same night is not eligible-current eligible costs are posted on the DoA website.)
6. Certified Payroll Reports (Federal Form WH-347) must be attached to all A106 expenses for federally-financed construction projects.
7. The 60-day assurance is in effect. The date the claim is submitted must be 60 days or LESS than when the check was paid.
8. For Advance requests, payment verification must be uploaded to coinciding claim within 10 days, showing that payment was made within 3-business days of claim approval.

Before submitting a claim, ask:

- Is the grant expired?
- Are the QSRs current?
- What number claim is this? (ex: 4th claim = 4, not the Invoice #113402)
- Were there vendor payments this period?
- Is this a Final claim?
- Is this an Advance Payment request? If the answer is "No", then payment verification for all costs in that particular claim must be provided.

Date: _____ Airport: _____ WBS No: _____

Application #: **100000** Description: _____

AV-101: Sponsor Request For Aid (RFA) Checklist

Sponsor use when submitting requests for aid (RFA) to NCDOT-DOA

Section 1: General RFA Requirements

Section 2: RFA Requirements for Construction

Section 3: RFA Requirements for Professional Services

Section 4: RFA Requirements for Land Acquisition

Review the applicable sections to the project. If all the applicable items on this checklist are not provided, the submission package will be considered incomplete and returned. This checklist covers the minimum requirements for a Request for Aid. Please contact your APM if you have additional questions. [Grant agreements may be signed through DocuSign to help expedite the application process.](#) Interested Sponsors should contact the Finance and Grants staff.

<input checked="" type="checkbox"/>	Activity	Notes	Submit Via
1	General RFA Requirements for All Projects		
	AV-508 : Pre-Bid DBE/MBE/WBE Goal Notification & Certification	See DBE/WBE/MBE guidance for information on goal setting.	Partner Connect-Request for Aid
	AV-509/AV-510 : DBE/MBE/WBE/HUB Vendor Commitments/Awards/Payments AND AV-511 , if applicable: Letter of Intent to Perform as Subcontractor (<i>only applies if you do not have a contract</i>)	See DBE/WBE/MBE guidance for information.	Partner Connect-Request for Aid
	<u>Work Authorization</u> **Must be executed prior to first reimbursement or advance request	Agreements/Proposals including estimated manhours for Subcontractor(s) are required. Work Authorization is required ONLY if there are professional services.	Partner Connect-Request for Aid
	Sketch or Drawing of Project Area		To APM
	Project Schedule		To APM
	Cash Flow	This is required even if there is no local match. Must be uploaded into RFA. If the RFA was issued prior to July 1, 2018 and doesn't have the Cash Flow template, we will accept a PDF version.	Partner Connect-RFA Application
	Project Budget and Expense Summary	Include airport name, project descriptions, WBS number, and description of expenses and costs.	Partner Connect-Request for Aid
	In Kind Summary (if applicable)	Tracking spreadsheet showing deductions.	Partner Connect-Request for Aid
	Justification of A-101 expenses (if applicable)		Partner Connect-Request for Aid
	<u>Sponsor AIP certifications (7 total)</u> **if applicable	Executed Federal Block Grant AIP Sponsor Certifications (federal agreements only) must be uploaded prior to final approval of the RFA. Please use most current version of the certifications located on the State Airport Aid and FAA State Block Program website .	Partner Connect-Request for Aid

<input checked="" type="checkbox"/>	Activity	Notes	Submit Via		
2	RFA Requirements for <u>Construction</u>				
	Construction Contract	Supporting documentation includes: <table border="1"> <tr> <td>1. Advertisement to Bid</td> </tr> <tr> <td>2. Certified Bid Tab</td> </tr> </table>	1. Advertisement to Bid	2. Certified Bid Tab	Partner Connect-Request for Aid
1. Advertisement to Bid					
2. Certified Bid Tab					
	Change Order (if applicable)		Partner Connect-Request for Aid		
3	RFA Requirements for <u>Professional Services</u>				
	<u>Independent Fee Estimate</u> if professional services >\$100,000	<u>Independent Fee Appraisal</u> if professional services range from \$10,000 to \$100,000	To APM		
4	RFA Requirements for <u>Land Acquisition</u> Please contact your Airport Project Manager and review the AV-100 (NCDOT GA Program Development Checklist) requirements for Land Acquisition.				

Date: _____ Airport: _____ WBS No: _____

Change Request No: **40000** Description: _____

AV-102: Sponsor Budget Revision & Grant Modification Request Checklist

Sponsor use when submitting a Change Request (Budget Revision or Grant Modification) to NCDOT-DOA

Section 1: General Requirements

Section 2: Grant Modification and Budget Revision Requirements

Section 3: Grant Modification Only Requirements

<input checked="" type="checkbox"/>	Activity	Notes	Submit Via
1	Determine whether a Budget Revision or Grant Modification is required: (a) If change does not include additional funds being requested, then a <u>Budget Revision</u> is required (b) If the new total project cost exceeds the previously awarded grant amount or the project description changes, a <u>Grant Modification</u> is required		
	If additional State or Apportionment (Federal) funds are needed, a request has to go to the Board of Transportation (BOT). Communicate to your APM the reason for the additional funds. They may require additional documentation to justify the additional funds. The BOT approval process can take 3-4 months, so it is important to identify this situation early.		
	If additional requested funds are Non-Primary Entitlement or are already included in award, proceed to Step 2 .		
	Before submitting a grant modification, please send the following to your APM, if applicable: (a) Updated Sketch or Drawing of Project Area (b) Updated Project Schedule & Cash Flow		
2	The following items are required for both a Grant Modification and Budget Revision :		
	“Reason for Change”- Explanation of need for grant modification or budget revision (<i>submitted via online form</i>)	Include request for grant extension, if expired	Partner Connect-Change Request
	AV-502 : Quarterly Status Report(s) (QSR)	QSR(s) should be current up to most recently completed quarter. The QSRs are automated in EBS/Partner Connect. The non-construction QSR is required through the design/bid phase. The construction QSR is required with the first construction payment request.	Partner Connect-Grant Agreement
	AV-508 : Pre-Bid DBE/MBE/WBE Goal Notification & Certification	Required when adding construction to the scope of the project. See DBE/WBE/MBE guidance for information on goal setting. Contact your APM if the construction funds (A106) have increased to determine <u>if any DBE/WBE/MBE goals have changed.</u>	Partner Connect-Change Request
	AV-509/AV-510 : DBE/MBE/WBE/HUB Vendor Commitments/Awards/Payments OR AV-511 : Letter of Intent to Perform as Subcontractor (<i>only applies if you do not have a subcontractor</i>)	Required when adding construction to the scope of the project. See DBE/WBE/MBE guidance for information.	Partner Connect-Change Request
	AV-512 : DBE/MBE/WBE/HUB Request Replacement	Required when contractor wants to request a replacement of a currently contracted DBE/MBE/WBE/HUB. Replacement of a DBE	Partner Connect-Change Request



<input checked="" type="checkbox"/>	Activity	Notes	Submit Via		
		without written approval from NCDOT is a violation of contract provisions and may result in the Contractor being disqualified from bidding for a period of up to 6 months			
	Revised Project Budget and Expense Summary	Include airport name, project descriptions, WBS number, and description of expenses and costs.	Partner Connect-Change Request		
	Justification of A-101 expenses (if applicable)		Partner Connect-Change Request		
	<u>Work Authorization Amendment w/Proposal(s)</u> **Must be executed <u>prior</u> to next claim	Agreements/Proposals including estimated manhours for Subcontractor(s) are required. Work Authorization Amendments are required ONLY if there are professional services. (Example: CA & RPR services with construction)	Partner Connect-Change Request		
	<u>Construction Contract</u> (if applicable)	Only applicable if construction is being added to the grant. Must be executed prior to next reimbursement or advance request (claim) covering those services included in the modification.	Partner Connect-Change Request		
	<u>Supporting documentation for Construction</u> (if applicable)	<table border="1"><tr><td>1. Advertisement to Bid</td></tr><tr><td>2. Certified Bid Tab</td></tr></table> <p>If this Change Request is based on a construction estimate (not contract), then the above documentation, as well as Pre-Construction documentation should be available when submitting the next reimbursement or advance (claim) for a project.</p>	1. Advertisement to Bid	2. Certified Bid Tab	Partner Connect-Change Request
1. Advertisement to Bid					
2. Certified Bid Tab					
	<u>Executed Construction Contract Change Order</u> (if applicable)	Supporting documentation for change order must be submitted. Must be executed prior to next reimbursement or advance request (claim) covering those services included in the modification.	Partner Connect-Change Request		
	In-Kind Summary Report (if applicable)	Please include tracking spreadsheet showing deductions.	Partner Connect-Change Request		
	Updated Sketch or Drawing of Project Area (if applicable)		To APM		
	Updated Project Schedule (if applicable)		To APM		
	Updated Cash Flow (if applicable)		Partner Connect-Change Request		

Date: _____ Airport: _____ WBS No: _____

Aviation Claim No: **30000** Description: _____

AV-103: Sponsor Reimbursement or Advance Request (Claim) Checklist

Sponsor use when submitting reimbursement or advance requests to NCDOT-DOA

Use: Submitting reimbursement or advance requests to the Division of Aviation for professional services (preliminary engineering, RPR, CA) and construction. Note that each request can involve multiple invoices of different types. For property-related requests, please reference [AV-100 \(NCDOT GA Program Development Checklist, page 2\)](#).

If all of the applicable items on this checklist are not met, the submission package will be considered incomplete and returned. This checklist covers the minimum requirements for a reimbursement or advance request. Please contact your APM to determine if your project has additional requirements.

<input checked="" type="checkbox"/>	Activity	Notes	Submit Via
If a budget or grant modification is required, go to the AV-102 (Sponsor Budget Revision & Grant Modification Request Checklist) for further instructions before submitting a reimbursement or advance request. Situations that would require a budget or grant modification include: Project description (scope) changes, additional funds, and/or moving money between A-codes on the project budget.			
If this is an initial reimbursement or advance request , all executed Work Authorizations and Construction contracts with supporting documentation are required. If this is a final reimbursement or advance request/close out , submit the required documents on page 2 in addition to the documents specified below. Each reimbursement or advance request submitted must be rounded UP to the nearest whole dollar.			
1	For ALL reimbursement or advance requests:		
	Review executed Grant Agreement – If expired, need to request extension of time in Partner Connect.		Partner Connect – Grant Agreement
	AV-502 : Submit <u>Quarterly Status Report(s)</u> (QSR) or FAA Form 5370-1 to cover the most recently completed quarter.	QSR(s) are required from NTP through the most recently completed quarter. The QSRs are automated in EBS/Partner Connect. The non-construction QSR is required through the design/bid phase. The construction QSR is required with the first construction payment request.	Partner Connect – Grant Agreement
	AV-509/AV-510 : DBE/MBE/WBE/HUB Vendor Forms (signed by Sponsor and Contractor)	See DBE/WBE/MBE guidance	Partner Connect – Claim
	AV-515 : Reimbursement or Advance Request Summary	Summary sheet should list associated invoices and categorize expenses by A-Code. Review Aviation Line Item Descriptions for proper use of A-Code(s), unit costs, description of work completed, consistency with Work Authorization, correct percentage complete and resulting payment calculations, and total sums, etc. **CHECK MATH**	Partner Connect – Claim
	Sponsor Payment verification is required.	Acceptable documents include: copy of cancelled check or screen shot in accounting system showing check cleared. Please upload all documents to the actual claim it is supporting.	Partner Connect – Claim
	If this is an Advance, Sponsor must pay all contractors/vendors prior to or within 3 business days of receipt of the Department's reimbursement.	Noncompliant sponsors will be notified and this will be considered in the Risk Monitoring Plan. Please upload all documents ASAP to the actual claim it is supporting.	N/A
	If this is a Reimbursement, verify the Date of Check is within 60-days of claim submittal date.	Noncompliant sponsors will be notified and this will be considered in the Risk Monitoring Plan.	N/A

	In-Kind Summary Report (if applicable)	Tracking spreadsheet showing deductions.	Partner Connect – Claim
<input checked="" type="checkbox"/>	Activity	Notes	Submit Via
2	IF: This reimbursement or advance request contains <u>consulting services</u> THEN: Submit these items:		
	<u>Invoices and receipts</u> to support request.	Documentation required depends on contract type. (i.e., lump sum or cost-plus)	Partner Connect – Claim
	<u>RPR Form (or equivalent) for Non-Salary Direct Costs</u>	EQUIVALENT FORM MUST INCLUDE THESE REQUIREMENTS: Employee; Firm; WBS; Travel Date(s); Start/Stop Hours; Hours Not Worked; Start/Stop Location; Purpose of Trip; Mileage Rate; Miles Driven; Lodging Rate; Lodging Tax. Travel expenses incurred in a single trip must be submitted on the same claim.	Partner Connect – Claim
3	IF: This reimbursement or advance request contains <u>construction</u> THEN: Submit these items:		
	<u>Executed Construction Contract</u>	Initial reimbursement or advance request (claim) will not be paid until executed construction contract is submitted.	Partner Connect – Grant Agreement
	<u>Pre-Construction Meeting Documentation</u>	Initial reimbursement or advance request (claim) will not be paid until supporting documentation (including agenda/minutes/attendance) is submitted.	Partner Connect – Grant Agreement
	<u>Pay Application/Pay Estimate for Prime Contractor(s)</u> to support request.	If retainage is reduced prior to final contractor invoice, a <u>Partial Waiver of Lien is required</u> . Submit Contractor's certified sales tax statement, including correct percentage complete and resulting payment calculations. Ensure total sum excludes sales tax.	Partner Connect– Claim
	<u>Certified Payroll Reports</u> (WITHOUT Social Security Numbers, please redact this info.)	For Federally Funded projects <u>ONLY</u>	Partner Connect– Claim
	<u>AV-512 DBE/MBE/WBE/HUB Request Replacement Form</u>	If applicable	Partner Connect– Claim
4	IF: This reimbursement or advance request contains a <u>final construction invoice</u> THEN: Verify the following items from the AV-100 have been submitted:		
	<u>Contractor's Affidavit of Payment of Debts and Claims</u> (sometimes also called Final Waiver of Lien or Affidavit of Release of Liens)	If the dollar amount on the waiver is <u>NOT</u> zero, a payment verification for the exact amount shown on the waiver <u>MUST</u> be included. Example: AIA G706	Partner Connect - Claim
	<u>Notarized Consent of Surety with Power of Attorney</u> if bank handled funding (if applicable)	Example: AIA G707	Partner Connect - Claim
	<u>Separate Releases or Waivers of Liens</u> from Subcontractors (if applicable)		Partner Connect - Claim
	<u>Final Change Orders</u> with all supporting documentation (if applicable)		Partner Connect - Claim
	<u>Final Statement Letter</u> from contractor (2012 DOT Standard Spec 107-24 & 109-10)	Letter should state that Contractor has no request for any extension in the completion date or any adjustment in compensation from that shown in the final estimate.	Partner Connect - Claim
	<u>Contractor Warranty Statement</u> from the contractor complying with contract		Partner Connect - Claim
	<u>AV-514: DBE Payment Shortfall Form</u> (if applicable)		Partner Connect - Claim
	<u>Payment verification:</u> i.e., cancelled checks	Contact the NCDOA Grants Administrator if you require accommodations to meet this requirement.	Partner Connect - Claim

	Final Engineer's report and required documents per APM	Contact the NCDOA APM if you have questions	To APM (submit electronically)
5	IF: This reimbursement or advance request contains <u>final professional services invoice</u> THEN: Verify the following items from the AV-100 have been submitted		
	Engineer's Design Report and necessary documents per APM	Contact the NCDOA APM if you have questions	To APM (submit electronically)
	<u>Payment verification:</u> i.e., cancelled checks	Contact the NCDOA Grants Administrator if you require accommodations to meet this requirement.	Partner Connect - Claim
6	IF: This reimbursement or advance request contains <u>land acquisition</u> THEN: Submit a separate binder to include items on the AV-100 checklist NOTE: All costs associated with land go under A103 (Land Acquisition & Easements)		

GRANT UPDATES

DECEMBER 2018

In October 2018, the Division of Aviation Lean Six Sigma Team completed its *Streamlining the Aviation Grant Application Process Project*. This year-long effort identified opportunities to improve grant workflow efficiency and deliver better customer service to its airport sponsors. **On December 13, 2018, the Division will introduce 18 grants updates and changes to help accomplish these goals.** These improvements, which will also more fully align the Division and its sponsors with state and federal grant regulations, are listed below and affect grant agreements, grant documents, EBS/Partner Connect, claims, and compliance monitoring. This communication is being provided so that airport sponsors may review these updates and changes and make any necessary adjustments to their own workflow ahead of implementation.

GRANT AGREEMENTS

1. Grant agreement language has been updated. The Division has revised its grant agreement language and will be using three different grant agreement documents: state-funded, federal-funded, and split-funded grants. *Sponsors should review the new grant agreement language entirely.* The most notable changes include: clearer verbiage for period of performance, pre-award costs, and change order eligibility; current Title VI assurances; a simpler signature page; clarification of reimbursements and advance payments; a 60-day claim requirement for reimbursements; and clarification of the three business day requirement for advanced funds.

2. Grant agreements may be signed through DocuSign. The sponsor has the option to use DocuSign as a legal signature on the grant agreement. Interested sponsors should contact a member of the Finance and Grants staff or their APM for more information.

3. State funding will expire after two years rather than four. This change aligns with the state's biennial budget schedule and NCDOT policy that project funds may be reserved for a maximum of two years. Federal funding will remain on a four year schedule.

4. Grant agreements with federal funds will reference and include a cover letter outlining the sources and expiration dates of federal funds. This change helps ensure compliance with period of performance requirements outlined in 2 CFR 200.309.

EBS/PARTNER CONNECT

1. Sponsors are no longer required to second PIN the Request for Aid (RFA) after the Department signs the application. The *second* PIN was determined to be unnecessary and will be removed from the RFA.

2. Naming conventions will be required in an upcoming EBS/Partner Connect system update. Effective Spring 2019 (expected), the system will require sponsors to choose a document type from a drop down box before a document can be uploaded.

FINANCE AND GRANTS STAFF

We are proud to serve the State of North Carolina and its vital airport system. Please feel free to contact us or your APM with questions about these improvements to our grants program.

Joseph Gilroy - Manager of Finance and Grants

Betsy Beam - Grants Administrator

Rachel Fogleman - Grants Compliance Monitor

Amy Harber - Grants Technical Consultant

Cindy Reilly - Accounting Clerk

Leah Roberts - Business Officer

NCDOT Division of Aviation

(919) 814-0550 | ncdot.gov/aviation

GRANT DOCUMENTATION

1. Sponsors are not required to upload RS-2 forms for the *grants* process. The NCDOT Office of Civil Rights has determined that the RS-2 form duplicates effort as this information is already in the Work Authorization. Therefore, RS-2 forms are no longer required for the *grant* process but are still required for on-call projects.

2. Certified payroll reports (Federal Form WH-347) must be attached to all A106 expenses for federally-financed construction projects. A recent audit of the Division's federal grants required that the reports be attached in accordance with the Davis-Bacon Act.

3. There are now two different Quarterly Status Reports: construction and non-construction. This is automated in EBS/Partner Connect. The non-construction QSR will be required through the design/bid phase. The construction QSR will be required with the first construction reimbursement request. Signed QSRs are required for the quarter in which the grant is executed and every completed quarter up to the time of closeout.

4. Sponsors will receive an automated email reminder when QSRs are due. Expected to launch in January 2019, sponsors will receive only one email regardless of how many open grants the sponsor has.

COMPLIANCE MONITORING

1. The Division is developing a risk-based subrecipient compliance monitoring plan. Beginning in Spring 2019 (expected), the Division will use information gathered from sponsors on an Internal Control Questionnaire, past audits, financial and programmatic compliance records, and other sources to conduct a risk assessment. The results of the assessment will determine the process - routine monitoring, desk review, or on-site review - used to prioritize airport projects and ensure sponsor compliance with applicable statutes, regulations, and terms of the grant agreement.

2. The Division will launch an Internal Control Questionnaire. The questionnaire will be used to assess the design of internal controls at each airport, training needs, and any opportunities or challenges that need to be addressed. The questionnaire will be sent to sponsors via SurveyMonkey. Information from the questionnaire will be used in the assessment described above.

CLAIMS

1. The claim form now includes a drop-down menu for the sponsor to indicate whether the claim is a request for advance payment or reimbursement. Requests for advance payment (payment has not yet been made to the vendor) and reimbursement (payment has been made to the vendor) cannot be combined on one form because different rules apply to each.

2. Advanced funds must be disbursed within three business days. When requesting advanced funds, the sponsor must check the box on the claim form certifying its need for advanced funds for an approved project expense and that the payment will be made within three business days. The disbursement within three business days will be verified on the Division's next payment verification check.

3. Reimbursement claims must be submitted to the Division within 60 days of payment to the vendor. If an expense was incurred prior to an executed grant agreement and is an allowable cost in the approved project budget, a claim for reimbursement must be submitted within 60 days of the executed grant agreement.

4. Each claim submitted must be rounded up to the nearest whole dollar. This change will help the Division align the EBS/Partner Connect system to the Department's financial system. When a claim is submitted, the sponsor must round up to the nearest dollar before submitting the claim to the Division.

5. The Division will adhere to the NCDOT standard fee (profit margin). As of January 2018, the standard fee for professional services contracts is 9%. The Division will automatically adopt any future changes to the Department's standard fee.

6. The RPR form (travel expenses) has been updated. When claiming travel expenses, sponsors must complete and attach an RPR form and all required source documentation (i.e., hotel receipts, mileage logs, pre-approval for overages, etc.) to the claim. Sponsors may use an equivalent travel form, but it must include all of the information required on the RPR.

[Thank you for your attention and cooperation with our grant program improvements. We welcome your feedback before and after our December 13, 2018 implementation.](#)

GRANT UPDATES

FEBRUARY 2019

In December 2018, the Division of Aviation introduced 18 grant updates and changes to help improve grant workflow efficiency and deliver better customer service to airport sponsors. **Your cooperation and feedback over the last two months have greatly contributed to the successful implementation of these improvements.** The following updates, changes, and guidance are largely based on input received from sponsors, consultants, Airport Project Managers, and others. They are effective immediately unless otherwise noted. Also included are several reminders and clarification about December 2018 updates, which we hope you will find helpful. Thank you for your continued assistance and support of our grant program.

EBS/PARTNER CONNECT

1. A waiver of lien is required with the final construction invoice. If the dollar amount on the waiver is not zero, a payment verification for the exact amount shown on the waiver must be included. Please note that a final construction invoice may not necessarily be a final grant invoice.

2. Reminder that naming conventions will be required in an upcoming EBS/Partner Connect system update. Beginning in early Spring 2019, EBS/Partner Connect will require sponsors to choose a document type from a drop-down box before a document can be uploaded.

COMPLIANCE MONITORING

1. Reminder that the Division is developing a risk-based subrecipient compliance monitoring plan. Beginning in Spring 2019 (expected), the Division will use information gathered from sponsors on the Internal Control Questionnaire and other provided sources to conduct a risk assessment, which will help DoA prioritize airport projects and ensure sponsor compliance with applicable statutes, regulations, and terms of the grant agreement.

2. The Division is working with NCDOT and the FAA to revise the AV-509/510 form by Summer 2019. This will allow for more consistent reporting of DBE/WBE/MBE goals and all vendor payments to ensure compliance with federal and state requirements.

GRANT AGREEMENTS

1. Reminder that grant agreements may be signed through DocuSign to help expedite the application process. Interested sponsors should contact a member of the Finance and Grants staff or their APM for more information.

NEW RFA/GRANT AGREEMENT SIGNATURE PROCESS

1. Sponsor receives an *Approval for Request for Aid Application* email.
2. If DocuSign is **not** being used, the sponsor prints one copy and completes the signature page. The first page date must be left blank, as it will be completed by NCDOT.
3. Sponsor uploads the signed agreement into EBS/Partner Connect under the application.
4. Sponsor signs and uploads all seven AIP Sponsor Certifications for all federal grant agreements. *Please use the most current version of the certifications and all other forms. These are available on the DoA website.*
5. Sponsor sends an email to DOTAviationGrants@ncdot.gov stating that the signed agreement has been uploaded. *Please do not mail hard copies of the agreements to DoA.*
6. DoA facilitates execution of the sponsor-signed agreement.
7. DoA uploads the fully signed agreement into EBS/Partner Connect and notifies the sponsor via system-generated email.

GRANT DOCUMENTATION

1. The AV-500 (Certification of Local Funds) is no longer required. The Division has determined that the form is unnecessary because the certification of local funds is made when the grant application is pinned.

2. Beginning in April, sponsors will receive an automated email reminder when QSRs are due. An email will be sent for each open grant. Construction and non-construction forms have been combined. QSRs are required for the quarter in which the grant was executed and every completed quarter up to the time of closeout.

3. QSRs must be submitted in the EBS/Partner Connect Change Request Module. Beginning with QSRs due April 1, 2019, the Division will no longer accept PDFs of older QSR forms. The sponsor's or representative's name and date will be required at the bottom of the form.

4. Time extensions must be requested in the EBS/Partner Connect Change Request Module. PDFs of the AV-507 to extend expiring grant agreements will no longer be accepted.

BUSINESS PARTNER RESOURCES

The Division's *Connect DOT: Business Partner Resources* web page contains many resources to help you manage and promote your airport, such as:

- *North Carolina: The State of Aviation Economic Impact Brochure* and fact sheet
- Grant checklists, guidance, and required forms
- Airport development resource documents
- Information about the Division's NC Airport Technical Assistance Program (NC AirTAP)

Please visit *Connect DOT: Business Partner Resources* at connect.ncdot.gov/municipalities/State-Airport-Aid/pages/default.aspx

NCDOT Division of Aviation
1050 Meridian Drive | Morrisville, NC 27560

(919) 814-0550 | ncdot.gov/aviation

CLAIMS

1. Reminder that advanced funds must be disbursed within three business days. The disbursement within three business days will be monitored and verified by the Division at least quarterly.

2. Reminder that requests for reimbursement, including travel expenses, must be submitted to the Division within 60 days of payment to the vendor. Also, if an expense was incurred prior to an executed grant agreement and is an allowable cost in the approved project budget, a claim must be submitted within 60 days of the executed grant agreement.

3. Each claim submitted must be rounded up to the nearest whole dollar. This system change was planned for December 2018 and was included in that month's Grant Update. However the EBS/Partner Connect update could not be completed until February. The system change is now complete and in effect.

4. The Division has established additional maximum costs for reproduction. Maximum allowable costs for print and copy sizes not included on the NCDOT *Maximum Allowable Non-Salary Direct Costs* memo will be maintained by the Division of Aviation and posted on its *Connect DOT: Business Partner Resources* web page.

5. Travel expenses incurred in a single trip must be submitted on the same claim. For example, please do not submit a reimbursement request for lodging expenses on one claim and mileage expenses from the same trip on the next claim. Please submit both expenses on the same claim.

FINANCE AND GRANTS STAFF

We are proud to serve the State of North Carolina and its vital airports system. Please feel free to contact us or your APM with questions about these improvements to our grants program.

Joseph Gilroy - Manager of Finance and Grants
Betsy Beam - Grants Administrator
Rachel Fogleman - Grants Compliance Monitor
Amy Harber - Grants Technical Consultant
Cindy Reilly - Accounting Clerk
Leah Roberts - Business Officer



Grant Email Address

DOTAviationGrants@ncdot.gov

NCDOT Connect Website

<https://connect.ncdot.gov/municipalities/State-Airport-Aid/Pages/default.aspx>

EBS Login Page

<https://www.ebs.nc.gov/irj/portal>

EBS SUPPORT SERVICES

919-707-2208

DOT Help Desk

919-707-7000