

## General

1. Notify Grants Staff at [DOTAviationGrants@ncdot.gov](mailto:DOTAviationGrants@ncdot.gov) or your APM of upcoming Board meetings if an application needs to be expedited; we'll do our best to accommodate.
2. Reminder to use the established dropdown list for attachment types when uploading documents in EBS.
3. Applications in EBS start with 1000xxxxxx.
4. Agreements in EBS start with 2000xxxxxx.
5. Claims (Reimbursements/Advances) in EBS start with 3000xxxxxx.
6. Change Requests in EBS start with 4000xxxxxx.
7. To search for a workflow item in EBS, you do not have to type out the full item number. You can simply search by using the asterisk (ex. \*32560).
8. Viewing the Agreement in EBS is where you can review all past and current/pending transactions under transaction history. You can sort the Transaction History by Created On date to list all items in chronological order.
9. List of A-Code definitions can be found here: [Aviation Line Item Descriptions \(A-Codes\).pdf \(ncdot.gov\)](#)

## Request for Aid Applications

1. Using DocuSign to sign grant agreements expedites approval process. Please email [DOTAviationGrants@ncdot.gov](mailto:DOTAviationGrants@ncdot.gov) a name and email address that is authorized on sponsor's behalf to sign agreements and we will route the unsigned agreements to that email via Docusign.
2. Remember to email [DOTAviationGrants@ncdot.gov](mailto:DOTAviationGrants@ncdot.gov) when uploading a partially signed (by the sponsor) grant agreement or AIP Certifications. (Do NOT mail hard copies.)
3. FAA AIP Certifications are only applicable to federally funded projects (WBS starts with 36237); DO NOT UPLOAD FOR STATE FUNDED PROJECTS.
4. 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.
5. Incomplete certifications will be returned to the sponsor and will delay processing.
6. FAA 2021 and 2022 NPE Funding has additional Special Conditions that will also need to be completed prior to the approval of the application.

## Change Requests

1. QSRs are submitted via the Change Request module.
2. The Quarters and their due dates are the same: Jan 1, Apr 1, Jul 1, Oct 1.
3. There are 3 pages to the QSR module; 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. Cash Flow updates can be submitted at any time via non-amount change request. Recommend updating quarterly.
6. Directed Funding (NCAIP, GAL, SCIF) submits quarterly updates via non-amount change requests.

## Claims

1. Prior to submitting a Claim, 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 one vendor payment amount per date paid.
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). Lunch is only eligible when employee is in overnight status. Hours must be included to determine meal eligibility. Current Non-Salary Maximum Direct Costs are on Connect site.
6. For Advance requests, payment verification must be uploaded to coinciding claim, showing that sponsor paid their vendor within 3 business days of receipt of payment from Fiscal.

## Before submitting a claim, ask:

1. Is the grant expired?
2. Are the QSRs current?
3. What number claim is this? (ex: 4th claim = 4, not the Invoice #113402)
4. Were there DBE/MBE/WBE vendor payments made during this period?
5. Is this a final claim?
6. Is this an Advance Payment request? If the answer is "no" then payment verification for all costs associated with that particular claim must be provided.