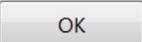


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To log on the Aviation System, you will need your Partner Connect user ID and password. If you have forgotten your ID or password, contact NCDOT SAP Support Services at 919-707-2208 or via e-mail: DOTITSAPSupportServices@ncdot.gov. Tell the Help Desk Technician that you are an external user for the Aviation System, and give them the eight-digit number entered on your access authorization form.

1. Navigate to <https://partner.ncdot.gov>. The **Partner Connect** log on screen displays. (Figure 1)
Note: The Partner Connect portal can also be accessed from the State Airport Aid website (<https://connect.ncdot.gov/municipalities/state-airport-aid>) by clicking the Partner Connect Login Page link.
2. Enter your *Partner Connect user ID* in the **User ID** field.
3. Enter your *Partner Connect password* in the **Password** field.
4. Click . The **Message from webpage** dialog box displays. (Figure 2)
5. Click . The **Welcome** screen displays. (Figure 3)
6. Click . The **Grants Home**

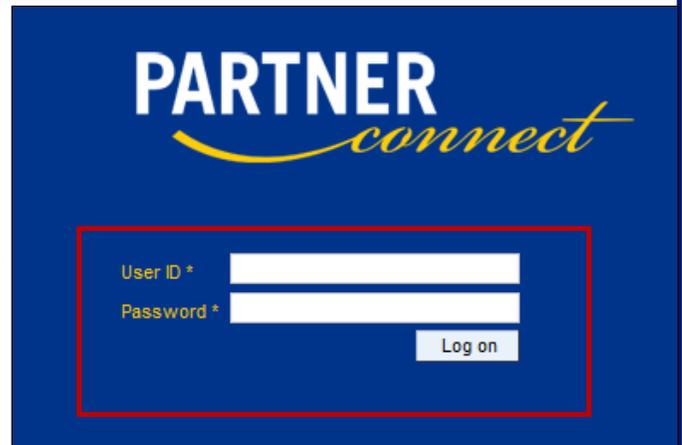


Figure 1

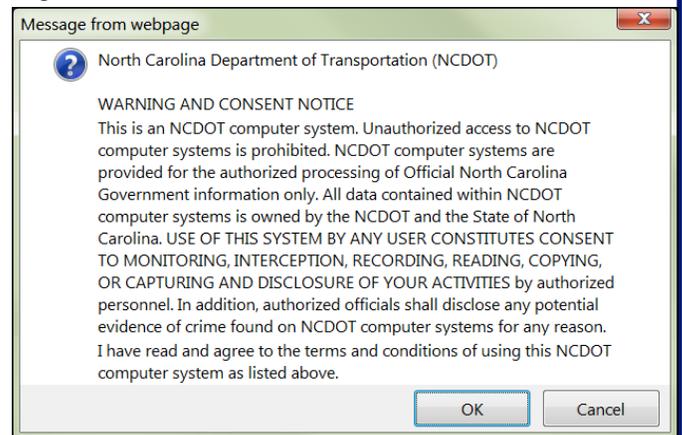


Figure 2

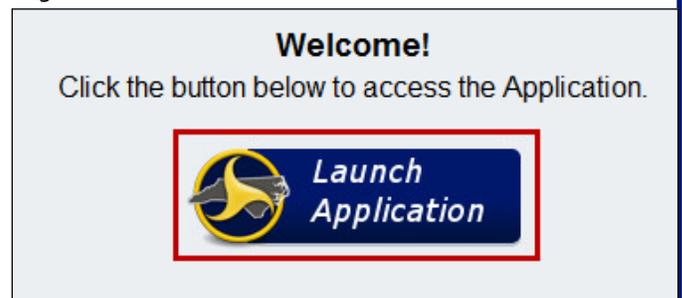


Figure 3

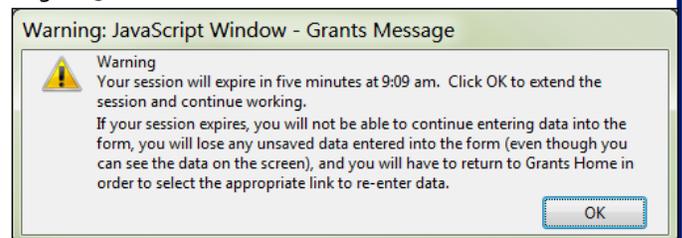


Figure 4



A warning message displays when an open session is about to expire due to inactivity. (Figure 4) If a session times out, another message displays directing you to the Grants Home screen so that you can select the appropriate link to re-enter any unsaved data that was lost. To prevent losing data, save your work frequently.



- Click to hide the Navigation panel on the left side of the screen or click to display it. (Figure 1)

- Click to navigate to the previous screen or click to navigate to the next screen. (Figure 1)

- Click a link in to open a recently accessed document. (Figure 1)

- Click to return to the **Grants Home** screen. (Figure 1)

- Click to the left of a heading to expand a section or click to collapse a section. (Figure 2)

- Click to automatically scroll back to the top of the screen. (Figure 2)

- Click or to display or hide additional rows. (Figure 2)

- Click , , or a highlighted page number to display additional table rows. (Figure 2)

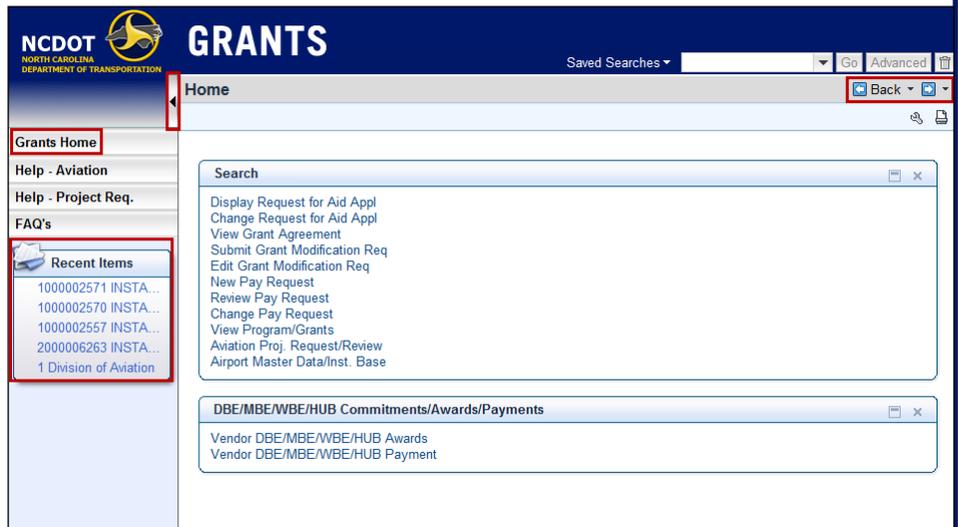


Figure 1

Transaction ID	Description	Transaction Type	Created On
1000002557	INSTALL MALSR SYSTEM - RUNWAY 6	Aviation Application	03/11/2015
2000006263	INSTALL MALSR SYSTEM - RUNWAY 6	Aviation Agreement	03/12/2015
AV_2013_STATE_AID_AIP	AV Block Grant	Grantor Management GMP Project	02/13/2015
0300607381	0300607381	Earmarked Funds Document Item	
3000006471	INSTALL MALSR SYSTEM - RUNWAY 6	Aviation Claim	03/12/2015

Figure 2



Lists of data display in customizable tables. To change the navigation and/or layout of a table, click  in the table header. (Figure 1) Make changes using any of the steps listed below, then click .

Item No	Expense Type	Authorized Amount	Open Balance
10	A101 - Administrative Expense	100,000.00 USD	70,000.00 USD
20	A102 - Preliminary Eng., Planning, Testing	150,000.00 USD	145,000.00 USD
30	A103 - Land Acq., Str./Utility Relocation	750,000.00 USD	650,000.00 USD
40	A104 - Engineering Services Basic Fees	300,000.00 USD	256,000.00 USD
50	A105 - Project Inspection, QA, Testing	200,000.00 USD	180,000.00 USD

Figure 1

Table Navigation—the method by which additional table rows are displayed may be selected, and the number of rows to display at one time may be set. (Figure 2)

1. Select one of the following radio buttons:
 - **Scrolling**—allows additional table rows to be displayed by moving a scroll bar on the right side of the section
 - **Paging**—allows additional table rows to be displayed a page at a time by clicking [Forward](#) or [Back](#)
2. Enter the number of rows to display in the **Number of Visible Rows Before Scrolling** or **Number of Rows Before Paging** field, if desired.

Table Navigation

Table Navigation: Scrolling Paging Both

Number of Visible Rows Before Scrolling:

Number of Rows Before Paging:

Available Columns

<input type="checkbox"/>	Name
<input type="checkbox"/>	Document Size (Byt...
<input type="checkbox"/>	File Name
<input type="checkbox"/>	Visible in Search
<input type="checkbox"/>	Keyword
<input type="checkbox"/>	Language
<input type="checkbox"/>	Source
<input type="checkbox"/>	Checkout User
<input type="checkbox"/>	Folder Path
<input type="checkbox"/>	URL
<input type="checkbox"/>	Type

Displayed Columns

Up	Down			
<input type="checkbox"/>	<input type="checkbox"/>	Name	Width	Fix... Filt...
		Name	389px	<input type="checkbox"/>
		Document Type	150px	
		Created By	81px	
		Created On	117px	
		Description	313px	<input type="checkbox"/>

Sorting Definition

Sort By: Ascending Descending

Figure 2



Add or Remove Columns—columns may be added to or removed from a table. Column headings that may be added to the table display in the **Available Columns** section. The **Displayed Columns** section displays column headings that are currently included in the table. (Figure 3)

1. Click  to the left of one or more column headings to move.
2. Click  or  to move the column heading(s).

Rearrange Columns—columns are rearranged in the table by reordering the list of column headings in the **Displayed Columns** section. (Figure 3)

1. Select a column heading to move in the **Displayed Columns** section.
2. Click  to move the column to the left in the table.
3. Click  to move the column to the right in the table.

Adjust Column Width—the width of columns in the table are adjusted by entering values in the **Width** column of the **Displayed Columns** section. Enter a larger value to widen a column in the table. Enter a smaller value to reduce the width of a column. (Figure 3)

Sort—tables may be sorted by values in a selected column. (Figure 4)

1. Click  in the **Sort By** field to select a column heading.
2. Click the **Ascending** radio button to sort table rows in alphabetical or numerical order.
3. Click the **Descending** radio button to sort table rows in reverse order.

Table Navigation

Table Navigation: Scrolling Paging Both

Number of Visible Rows Before Scrolling:

Number of Rows Before Paging:

Available Columns		Displayed Columns			
		Up	Down		
<input type="checkbox"/>	Name	<input type="checkbox"/>	Name	Width	Fix... Filt...
<input type="checkbox"/>	Document Size (Byt...		Name	389px	
<input type="checkbox"/>	File Name		Document Type	150px	
<input type="checkbox"/>	Visible in Search		Created By	81px	
<input type="checkbox"/>	Keyword		Created On	117px	
<input type="checkbox"/>	Language		Description	313px	
<input type="checkbox"/>	Source				
<input type="checkbox"/>	Checkout User				
<input type="checkbox"/>	Folder Path				
<input type="checkbox"/>	URL				
<input type="checkbox"/>	Type				

Sorting Definition

Sort By: Ascending Descending

Figure 3

Table Navigation

Table Navigation: Scrolling Paging Both

Number of Visible Rows Before Scrolling:

Number of Rows Before Paging:

Available Columns		Displayed Columns			
		Up	Down		
<input type="checkbox"/>	Name	<input type="checkbox"/>	Name	Width	Fix... Filt...
<input type="checkbox"/>	Document Size (Byt...		Name	389px	
<input type="checkbox"/>	File Name		Document Type	150px	
<input type="checkbox"/>	Visible in Search		Created By	81px	
<input type="checkbox"/>	Keyword		Created On	117px	
<input type="checkbox"/>	Language		Description	313px	
<input type="checkbox"/>	Source				
<input type="checkbox"/>	Checkout User				
<input type="checkbox"/>	Folder Path				
<input type="checkbox"/>	URL				
<input type="checkbox"/>	Type				

Sorting Definition

Sort By: Ascending Descending

Figure 4



Click **Search** to display all documents of a selected type (Requests for Aid, Agreements, etc.) for your agency. This is the most common way to search.

Specific Document Search

You can search for specific documents using search criteria, if desired. (Figure 1)

1. Click to select a **Field**.

2. Click to select an **Operator**.

3. Enter or select a **Value**.

Note: Click to display specific values; click to display a calendar from which a date may be selected; or click to display a list of values from which to choose.

4. Click **Search**. A list of documents matching the search criteria displays in the **Result List** section.

Figure 1 shows a search criteria form with three columns: Field, Operator, and Value. The fields are: Application ID (contains), Program ID (starts with), Posting Date (is), and Status (is not). There are also icons for copy, calendar, and dropdown arrows. At the bottom, there are buttons for Search, Clear, Save Search As, and Save. The Maximum Number of Results is set to 100.

Figure 1

Figure 2 shows the same search criteria form as Figure 1, but with the Save Search As field highlighted in red. The fields are: Application ID (is), Program ID (is), Airport/Object ID (is), and Start Date (is). The Maximum Number of Results is set to 100. The Save Search As field is highlighted in red.

Figure 2

Save Specific Document Search

Search criteria may be saved for repeated use. (Figure 2)

1. Perform a search using desired Fields, Operators, and Values.

2. Enter a name for the saved search in the **Save Search As** field.

3. Click **Save**. The search name displays in the screen header. (Figure 3)

Figure 3 shows the screen header with a dropdown menu for Saved Searches, a search name field containing 'App ID 257', and buttons for Go, Advanced, and a trash icon.

Figure 3

Use Saved Search

Saved searches may be used at any time. (Figure 3)

1. Click in the search name field in the screen header, then select the desired search.

2. Click **Go**. A list of documents matching the saved search criteria displays.

Delete Saved Search

To delete a saved search, select the saved search, then click . (Figure 3)



Use this procedure to display an existing Request for Aid. (Requests for Aid are also called Applications.)

1. Navigate to the **Grants Home** screen. (Figure 1)
2. Click **Display Request for Aid Appl** in the **Search** section. The **Search: Grantor Applications** screen displays. (Figure 2)
3. Enter search criteria, if desired, then click **Search**.
4. Click the desired Request for Aid number in the **Application ID** column. The **Application: [number] [description]** screen displays. (Figure 3)
5. Review data in the Request for Aid sections.

Request for Aid Sections

Application Form—displays the Request for Aid in PDF format. (Figure 3) The most recent version of the Request for Aid defaults.

Click in the **Version** field to display a previous version, if desired.

The **Last Changed By** and **Change Date** fields indicate who performed the last update to the Request for Aid and when.

Use the scroll bar within the PDF screen to display additional pages.

Click to print the Request for Aid, if desired.



Figure 1

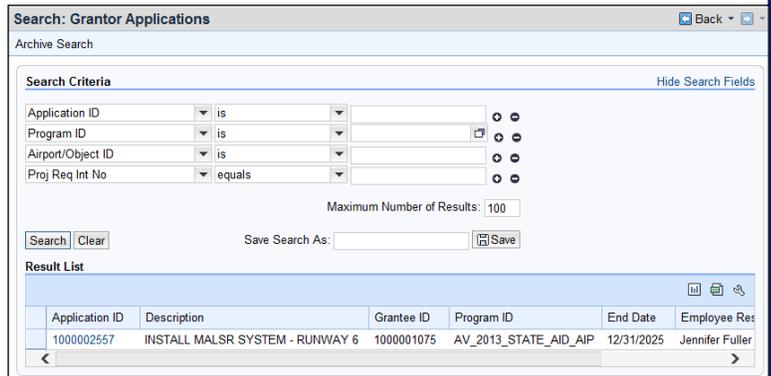


Figure 2

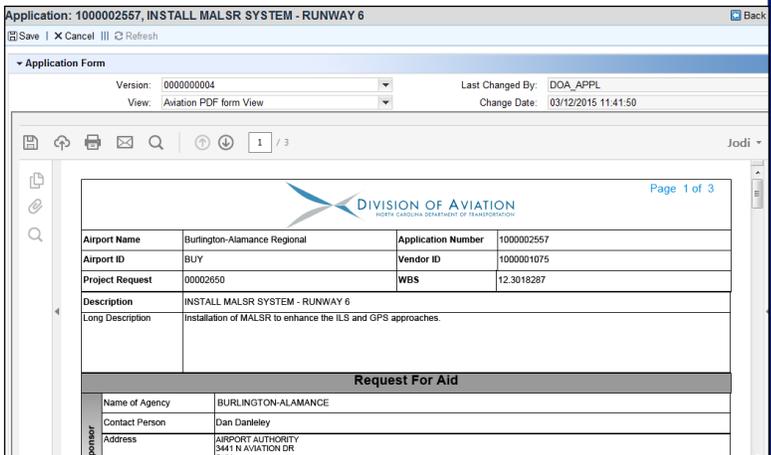


Figure 3



Request for Aid Sections, Continued

Application Details—displays key information from the Request for Aid, including amounts, funding sources, and participation goals. (Figure 4)

Refer to the table below for explanations of the possible Request for Aid statuses.

General Data		Application Amounts	
Description	INSTALL MALSR SYSTEM - RUNWAY 6	Requested Amount:	1,620,000.00 USD
Grantee ID/Name	1000001075 / BURLINGTON-ALAMANCE	Funding Sources	
Grantee Contact	Dan Danleley	% Local:	10.00 % State: 0.00
Program ID	AV_2013_STATE_AID_AIP / AV Block Grant	% Federal (NB):	0.00 % Federal: 90.00
Last Changed By/On	VMJOHN / 03/12/2015	Project Information	
Service Organization	Service	WBS Element:	12.3018287
Employee Responsible	Jennifer Fuller	FA Project Number:	AA-123665
Start Date	12/01/2011	CFDA Number:	DOT-8
End Date	12/31/2025	Proj Req Int No:	00002650
External Reference	Status: L3-Approved by DOA	Grant Dept:	4520
Airport ID	BUY	DBE, MBE, WBE Participation Goals	
		DBE %:	2.00
		WBE %:	0.00
		MBE %:	0.00

Figure 4

Status	Description
Created	Request for Aid created, but award letter not issued
Award Letter Issued	Award Letter issued
Submitted	Request for Aid submitted to DOA
Returned	Request for Aid returned to Airport for corrections
Rejected	Request for Aid rejected by DOA
L1 Approval	Request for Aid approved by DOA APM; forwarded to DOA Finance
Returned to PM	Request for Aid returned to DOA APM for additional information
L2 Accepted by DOA	Request for Aid approved by DOA Finance; forwarded to Airport Sponsor for pinning
Accepted & Pinned	Request for Aid pinned and accepted by Airport Sponsor
L3 Approved by DOA	Request for Aid approved by DOA; Grant Agreement in process
Completed	Request for Aid is completed



Request for Aid Sections, Continued

Attachments—displays a list of documents that have been attached to the Request for Aid. (Figure 5)

To display an attachment, click a document title in the **Name** column. Click to close the attachment.

To attach a document, perform the following:

1. Click . The **Attachment—Webpage Dialog** box displays. (Figure 6)
2. Click . The **Choose File to Upload** dialog box displays.
3. Navigate to the desired PDF document, then double click the document.
4. Enter the *title of the document* in the **Name** field.
5. Enter a *brief description of the document* in the **Description** field.
6. Click . The document displays in the **Attachments** section. (Figure 5)

Name	Type	Created By	Created On
Supporting Document	PDF File (Adobe Acrobat Exchange/Reader)	2HFISHER	05/08/2015 10:58
test3	PDF File (Adobe Acrobat Exchange/Reader)	2HFISHER	05/08/2015 10:23
test2	PDF File (Adobe Acrobat Exchange/Reader)	2HFISHER	04/09/2015 14:58
test name	PDF File (Adobe Acrobat Exchange/Reader)	2HFISHER	03/27/2015 14:18
Aviation Application 1000002557 Accepted	PDF File (Adobe Acrobat Exchange/Reader)	VMJOHN	03/12/2015 11:38

Figure 5

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

Upload Document From Local Hard Disk

Name:

Description:

Upload Document From Local Hard Disk:

Figure 6

Transaction ID	Description	Document Type	Transaction Type	Created On	Created By	Status	Relationship Type
2000006263	INSTALL MALSR...	CRM Grantor agre...	Aviation Agreement	03/12/2015	Vimal John	L3 Approval Compl...	Next document
AV_2013_STATE...	AV Block Grant	Grantor Managem...	Grantor Managem...	02/13/2015	Abhishek Krishnan	Released	Preceding document
1000002557	INSTALL MALSR...	CRM Grantor appli...	Aviation Application	03/11/2015	Valarie Hunter	L3- Approved by D...	Next document

Figure 7

Transaction History—displays links to items related to the Request for Aid. (Figure 7)

To display a transaction, click a link in the **Transaction ID** column.

Click to return to the Request for Aid.



Use this procedure to make changes to a Request for Aid. (Requests for Aid are also called Applications.) Data may be entered in shaded fields only.

1. Navigate to the **Grants Home** screen. (Figure 1)
2. Click **Change Request for Aid Appl** in the **Search** section. The **Search: Grantor Applications** screen displays. (Figure 2)
3. Enter search criteria, if desired, then click **Search**.
4. Click the desired Request for Aid number in the **Application ID** column. The **Edit Application: [number]** screen displays. (Figure 3)
5. Enter the name, title, address, telephone number, and email address of the airport representative in the **Account** section.
6. Enter the consultant firm, project manager, address, telephone number, and email address of the consultant firm in the **Consultant** section, if applicable.



Figure 1

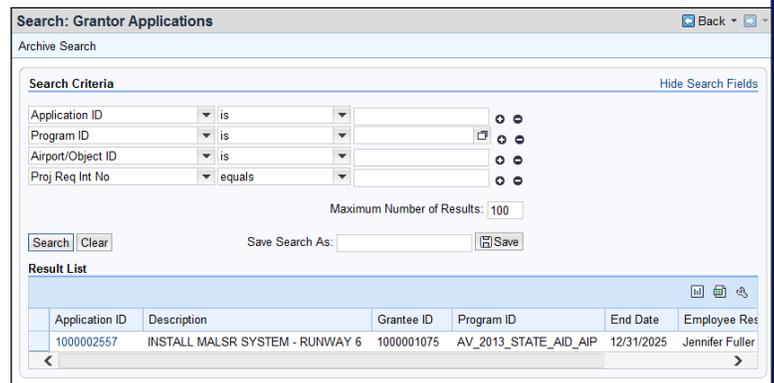


Figure 2

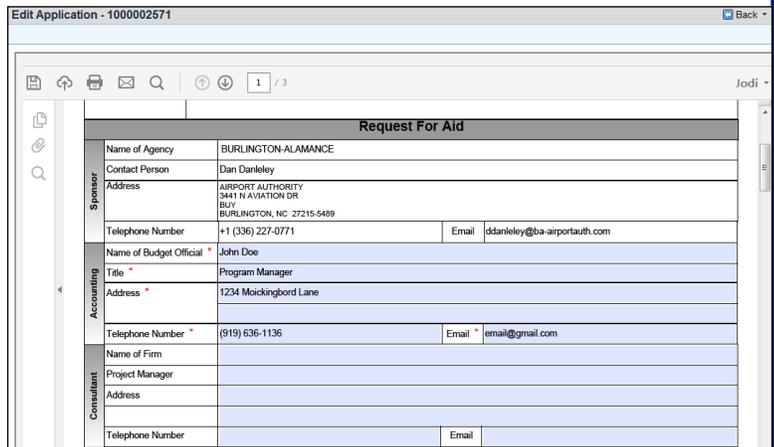


Figure 3



1. Enter a brief description of the work in the **Work Element** field. (Figure 4)
2. Enter the dollar amount requested in the **State Aid Requested, FAA Funds Proposed, and/or Local Funds Committed** fields, as appropriate.
3. Press **Enter**. The total amount requested displays in the **Total Estimated Cost** field.
4. Enter the dollar amount requested for each category of expenditure in the **Estimated Cost** fields. (Figure 5)
Note: Code A108 (Miscellaneous) requires a description.
5. Press **Enter**. The total amount for all categories displays in the **Expenditure & In-Kind Total** field.
6. Scroll to the bottom, then click  to validate your entries. (Figure 6)
7. Review the message in the resulting dialog box to determine if corrections are required. (Figure 7)
8. Click  to close the dialog box.
9. Make any corrections necessary.

Figure 4 shows the 'Certification of Local Funds and Accounting Information' screen. It includes radio buttons for 'STATE AID AIRPORTS PROJECT' (selected), 'STATE MATCH/HAIP GRANT', and 'FEDERAL BLOCK GRANT PROGRAM'. The 'Approved Project Cost' is \$1,800,000. Below, a table titled 'WORK ELEMENTS AND FUNDS REQUESTED (round funds to the nearest dollar)' has columns for Work Element, State Aid Requested, FAA Funds Proposed, Local Funds Committed, and Total Estimated Cost. A 'TOTALS' row is at the bottom.

Figure 4

Figure 5 shows the 'Code & Category of Expenditure' table. The 'Estimated Cost' column shows \$1,800,000.00 for 'A000 - Project Request Amount'. Other categories include A101 - Administrative Expense, A102 - Preliminary Eng., Planning, Testing, A103 - Land Acq., Str./Utility Relocation, A104 - Engineering Services Basic Fees, A105 - Project Inspection, QA, Testing, A106 - Const. & Project Improvement Cost, A107 - Equipment (i.e. nav aids, Fire Truck), A108 - Miscellaneous (specify), and A109 - In-Kind. An 'Expenditure & In-Kind Total' row is at the bottom.

Figure 5

Figure 6 shows the application details screen. It includes fields for Airport Name (Burlington-Alamance Regional), Airport ID (BUY), Project Request (00002650), Application Number (1000002571), Vendor ID (1000001075), and WBS (12.3018287). There is a table for 'Sponsor Representative' with columns for Name, Title, Pin, and Date (05/08/2015). Buttons for 'Save', 'Check', and 'Submit' are at the bottom.

Figure 6

Figure 7 shows a 'Warning: JavaScript Window - Check completed.' dialog box with a red 'X' icon and an 'OK' button.

Figure 7



Save or Submit

Only Airport Sponsors can pin and submit changes to a Request for Aid. If you are not an Airport Sponsor, you can only save your changes.

Save

1. Click **Save**. (Figure 6, previous page) The **JavaScript Window** dialog box displays. (Figure 8)
2. Click **Yes**.
3. Click the link to upload attachments if applicable, following the on-screen instructions. (Figure 9)

Submit

1. Select checkboxes for the certification statements as applicable. (Figure 10)
2. Enter your name, title, and pin number on the **Sponsor Representative** line. (Figure 11)
3. Click **Submit**. The **JavaScript Window** dialog box displays. (Figure 12)
4. Click **Yes**.
5. Click the link to upload attachments if applicable, following the on-screen instructions. (Figure 13)

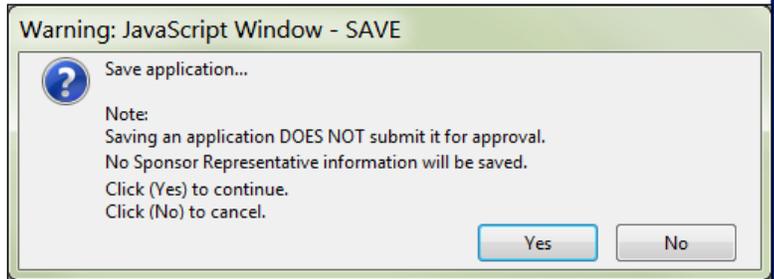


Figure 8

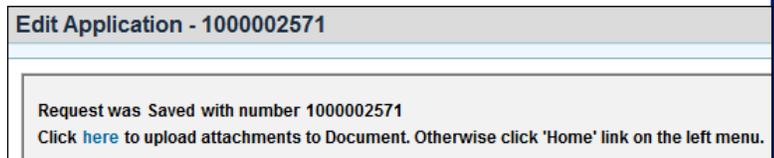


Figure 9

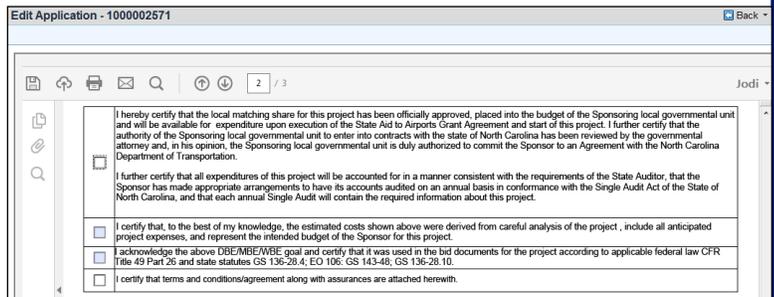


Figure 10

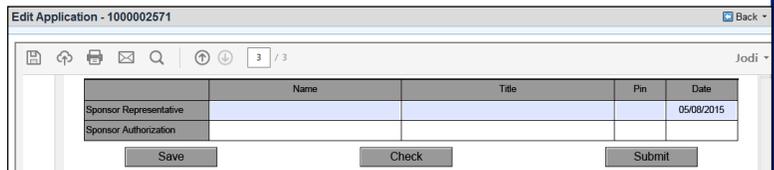


Figure 11

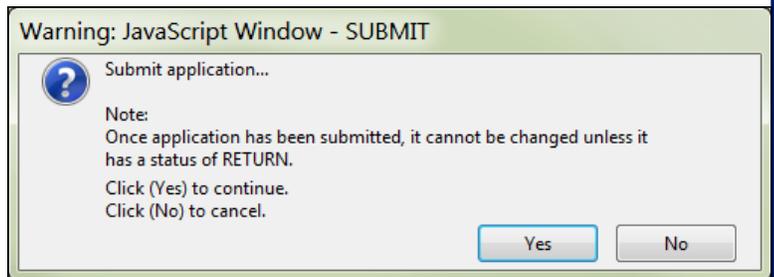


Figure 12

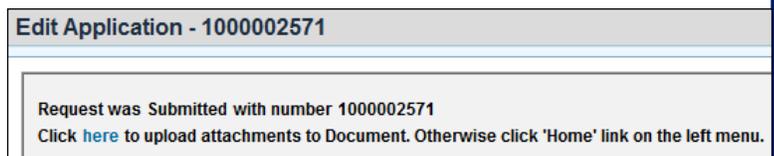


Figure 13

Use this procedure to display an existing Grant Agreement.

1. Navigate to the **Grants Home** screen. (Figure 1)
2. Click **View Grant Agreement** in the **Search** section. The **Search: Grantor Agreements** screen displays. (Figure 2)
3. Enter search criteria, if desired, then click .
4. Click the desired Grant Agreement number in the **Agreement ID** column. The **Agreement: [number] [description]** screen displays.
5. Review data in the Grant Agreement sections.

Grant Agreement Sections

Agreement Overview—displays key information from the Grant Agreement, including application amounts, funding source percentages, project details, and DBE/MBE/WBE participation goals. (Figure 3)

The status of the agreement indicates where the application is in the approval process. Refer to the table below for explanations of the possible statuses:

Status	Description
Pending Approval	Grant Agreement created; waiting for DOA approval
Returned to L1 Approval	Grant Agreement returned to DOA for corrections
Rejected	Grant Agreement rejected by DOA
L1 Approval Complete	Grant Agreement approved by DOA Finance; forwarded to EA
L2 Approval Complete	Grant Agreement approved by EA; forwarded to CM
L3 Approval Complete	Grant Agreement approved; Pay Requests may be created
Completed	Grant Agreement is completed and closed



Figure 1

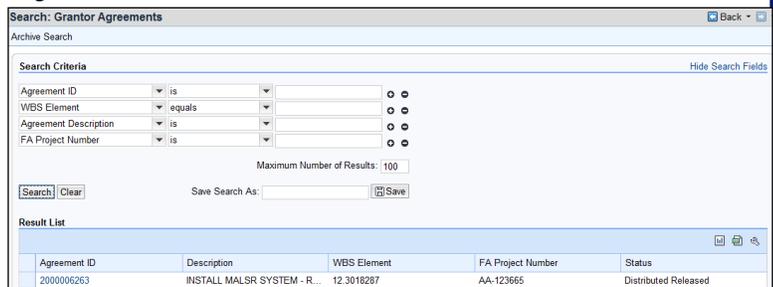


Figure 2

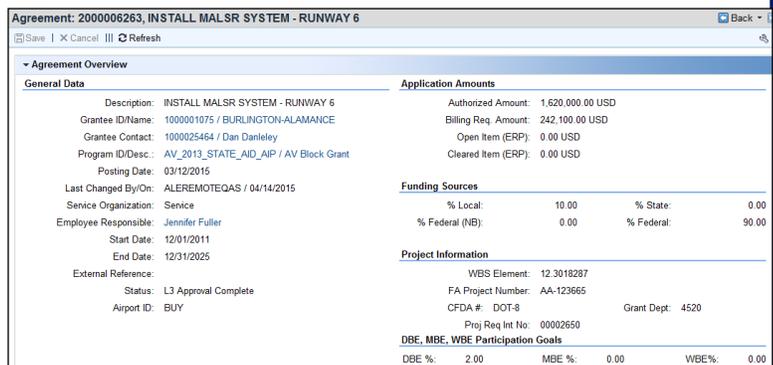


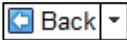
Figure 3



Grant Agreement Sections, Continued

Items—displays list of Grant Agreement expense types with amounts and open balances. (Figure 4)

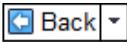
Click a number in the **Item No** column to display additional information, if desired. Click



to return to the Grant Agreement.

Transaction History—displays links to items related to the Grant Agreement. (Figure 5)

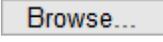
Click a link in the **Transaction ID** column to display a document, if desired. Click



to return to the Grant Agreement.

Attachments—displays a list of documents that have been attached to the Grant Agreement. (Figure 6) Click a document title in the **Name** column to display the attachment. Click  to close the attachment.

To attach a document to the Grant Agreement, perform the following:

1. Click  **Attachment**. (Figure 6) The **Attachment—Webpage Dialog** box displays. (Figure 7)
2. Click . The **Choose File to Upload** dialog box displays.
3. Navigate to the desired PDF document, then double click the document.
4. Enter the *title of the document* in the **Name** field.
5. Enter a *brief description of the document* in the **Description** field.
6. Click . The document displays in the **Attachments** section. (Figure 6)

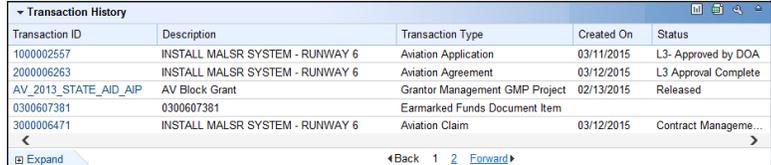
To remove a document that was attached by mistake, perform the following:

1. Click  in the **Actions** column for the attachment to remove. (Figure 6) The **Confirm Deletion—Webpage Dialog** box displays. (Figure 8)
2. Click . The document is removed from the **Attachments** section.



Item No	Expense Type	Authorized Amount	Authorized Claim Amt	Open Balance
10	A101 - Administrative Expense	100,000.00 USD	30,000.00 USD	70,000.00 USD
20	A102 - Preliminary Eng., Planning, Testing	150,000.00 USD	5,000.00 USD	145,000.00 USD
30	A103 - Land Acq., Str./Utility Relocation	750,000.00 USD	100,000.00 USD	650,000.00 USD
40	A104 - Engineering Services Basic Fees	300,000.00 USD	44,000.00 USD	256,000.00 USD
50	A105 - Project Inspection, QA, Testing	200,000.00 USD	200,000.00 USD	180,000.00 USD

Figure 4



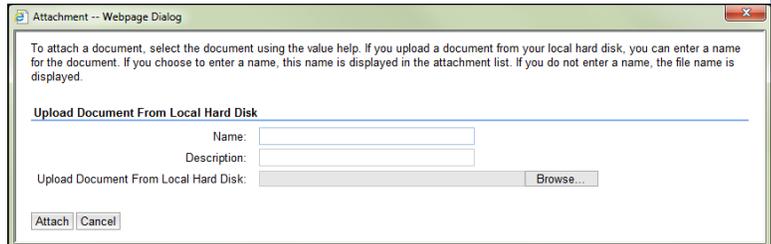
Transaction ID	Description	Transaction Type	Created On	Status
1000002557	INSTALL MALSR SYSTEM - RUNWAY 6	Aviation Application	03/11/2015	L3- Approved by DOA
2000006263	INSTALL MALSR SYSTEM - RUNWAY 6	Aviation Agreement	03/12/2015	L3 Approval Complete
AV_2013_STATE_AID_AIP	AV Block Grant	Grantor Management GMP Project	02/13/2015	Released
0300607381	0300607381	Earmarked Funds Document Item		
3000006471	INSTALL MALSR SYSTEM - RUNWAY 6	Aviation Claim	03/12/2015	Contract Manage...

Figure 5



Actions	Description	Name	Created By
	VMJOHN_20150312_115504	Aviation Agreement 2000006263 Approval L	VMJOHN
	VMJOHN_20150312_113821	Aviation Application 1000002557 Accepted	VMJOHN

Figure 6



To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

Upload Document From Local Hard Disk

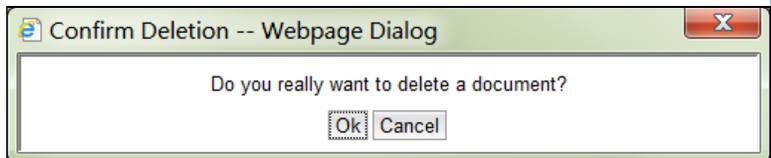
Name:

Description:

Upload Document From Local Hard Disk: 

Figure 7



Do you really want to delete a document?

Figure 8



Use this procedure to create a Grant Modification Request. (Grant Modification Requests are also called Change Requests.) Data may be entered in shaded fields only.

1. Navigate to the **Grants Home** screen. (Figure 1)
2. Click **Submit Grant Modification Req** in the **Search** section. The **Search: Change Request Form** screen displays. (Figure 2)
3. Enter search criteria, if desired, then click **Search**.
4. Click the link in the **Change Request Form** column for the appropriate Grant Agreement. (Figure 2) The **New Change Request Form** screen displays. (Figure 3)
5. Enter a reason for the change to the Agreement in the **Reason for Change** field.
6. Enter adjustments to dollar values for the applicable expense types in the **Change Amount (+/-)** column. (Figure 4)
Note: Enter a minus (-) before the dollar amount to decrease the approved budget.



Figure 1

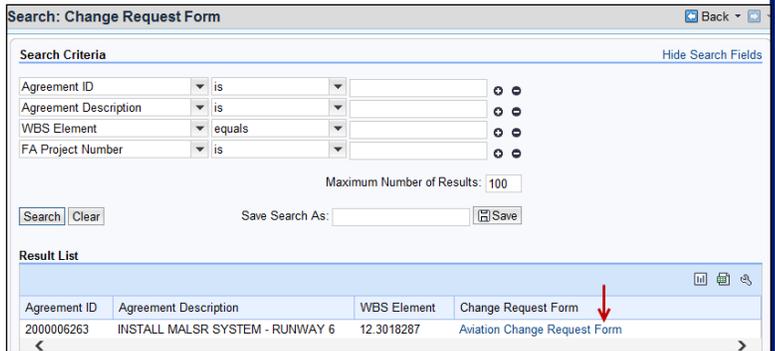


Figure 2

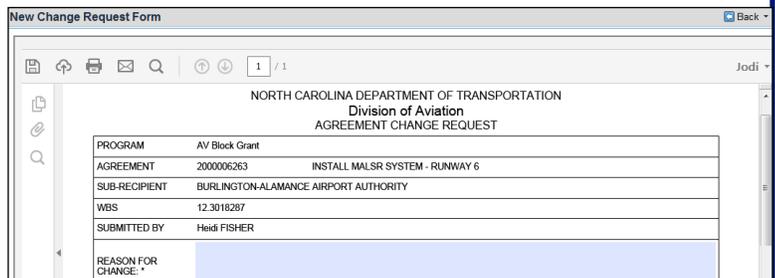


Figure 3

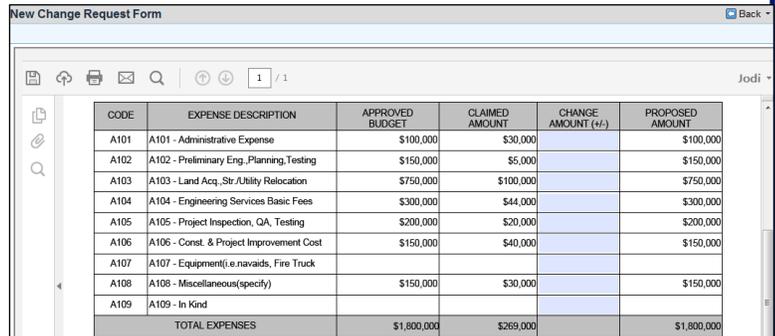


Figure 4



1. Click **Check** to validate your entries. (Figure 5)
2. Review the message in the resulting dialog box to determine if corrections are required. (Figure 6)
3. Click **OK** to close the dialog box.
4. Make any corrections necessary.

Save or Submit

Only Airport Sponsors can pin and submit changes Grant Modification Requests. If you are not an Airport Sponsor, you can only save your entries.

Save

1. Click **Save**. (Figure 5) The **JavaScript Window – SAVE** dialog box displays. (Figure 7)
2. Click **Yes**.
3. Click the link to upload attachments if applicable, following the on-screen instructions. (Figure 8)

Submit

1. Select checkbox for the authorization signature. (Figure 5)
2. Enter your name in the **Name** field.
3. Enter your pin number in the **PIN** field.
4. Click **Submit**. The **JavaScript Window—SUBMIT** dialog box displays. (Figure 9)
5. Click **Yes**.
6. Click the link to upload attachments if applicable, following the on-screen instructions. (Figure 10)

FUNDING SOURCES	APPROVED BUDGET	CHANGE AMOUNT (+/-)	PROPOSED AMOUNT	
LOCAL SHARE:	10%	\$180,000	\$300	\$180,300
FEDERAL SHARE:	90%	\$1,620,000	\$2,700	\$1,622,700

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: 05/11/2015
Submit Save Check

Figure 5

Warning: JavaScript Window -
 Check completed.
OK

Figure 6

Warning: JavaScript Window - SAVE
 Save Change Request...
 Note:
 Saving a Change Request DOES NOT submit it for approval.
 No Authorizing Sub-Recipient Signature information will be saved.
 Click (Yes) to continue.
 Click (No) to cancel.
Yes No

Figure 7

Edit Change Request - 4000002579
 Request was Saved with number 4000002579
 Click [here](#) to upload attachments to Document. Otherwise click 'Home' link on the left menu.

Figure 8

Warning: JavaScript Window - SUBMIT
 Submit Change Request...
 Note:
 Once a Change Request has been submitted, it cannot be changed unless it has a status of RETURN.
 Click (Yes) to continue.
 Click (No) to cancel.
Yes No

Figure 9

Edit Change Request - 4000002579
 Request was Submitted with number 4000002579
 Click [here](#) to upload attachments to Document. Otherwise click 'Home' link on the left menu.

Figure 10



Use this procedure to change an existing Grant Modification Request. (Grant Modification Requests are also called Change Requests.) Data may be entered in shaded fields only.

1. Navigate to the **Grants Home** screen. (Figure 1)
2. Click **Edit Grant Modification Req** in the **Search** section. The **Search: Grantor Change Request** screen displays. (Figure 2)
3. Enter search criteria, if desired, then click **Search**.
4. Click the desired Grant Modification Request number in the **Change Request ID** column. The **Edit Change Request - [number]** screen displays. (Figure 3)
5. Enter an explanation of the change in the **Reason for Change** field.
6. Enter adjustments to dollar values for the applicable expense types in the **Change Amount (+/-)** column. (Figure 4)
Note: Enter a minus (-) before the dollar amount to decrease the approved budget.
7. Press **Enter** to update values in the table.

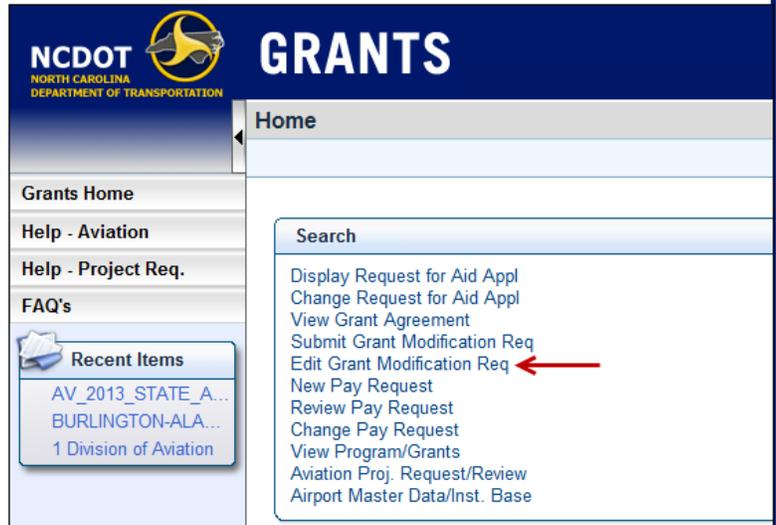


Figure 1

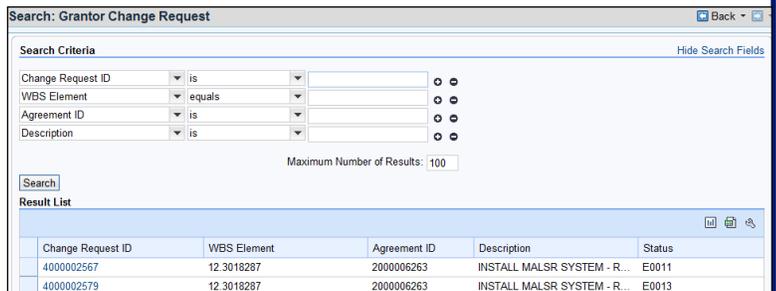


Figure 2

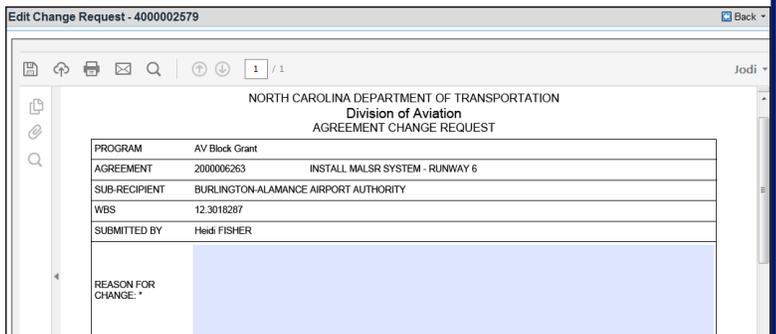


Figure 3

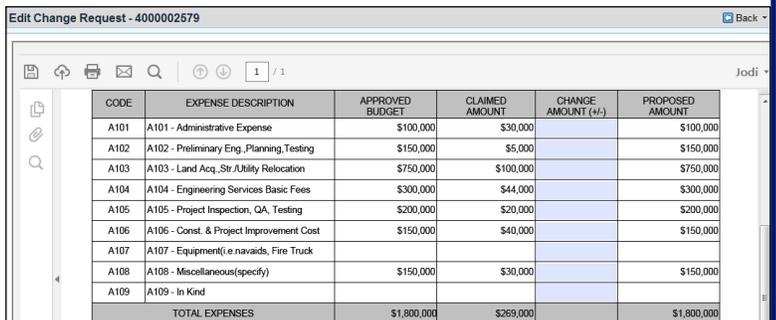


Figure 4



- Click **Check** to validate your entries. (Figure 5)
- Review the message in the resulting dialog box to determine if corrections are required. (Figure 6)
- Click to close the dialog box.
- Make any corrections necessary.

Save or Submit

Only Airport Sponsors can pin and submit changes Grant Modification Requests. If you are not an Airport Sponsor, you can only save your entries.

Save

- Click **Save**. (Figure 5) The **JavaScript Window – SAVE** dialog box displays. (Figure 7)
- Click .
- Click the link to upload attachments if applicable, following the on-screen instructions. (Figure 8)

Submit

- Select checkbox for the authorization signature. (Figure 5)
- Enter your name in the **Name** field.
- Enter your pin number in the **PIN** field.
- Click **Submit**. The **JavaScript Window—SUBMIT** dialog box displays. (Figure 9)
- Click .
- Click the link to upload attachments if applicable, following the on-screen instructions.

FUNDING SOURCES	APPROVED BUDGET	CHANGE AMOUNT (+/-)	PROPOSED AMOUNT
LOCAL SHARE:	10%	\$180,000	\$300
FEDERAL SHARE:	90%	\$1,620,000	\$2,700

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: 05/11/2015

Submit Save Check

Figure 5

Warning: JavaScript Window -

Check completed.

Figure 6

Warning: JavaScript Window - SAVE

Save Change Request...

Note:
Saving a Change Request DOES NOT submit it for approval.

No Authorizing Sub-Recipient Signature information will be saved.

Click (Yes) to continue.
Click (No) to cancel.

Figure 7

Edit Change Request - 4000002579

Request was Saved with number 4000002579
Click [here](#) to upload attachments to Document. Otherwise click 'Home' link on the left menu.

Figure 8

Warning: JavaScript Window - SUBMIT

Submit Change Request...

Note:
Once a Change Request has been submitted, it cannot be changed unless it has a status of RETURN.

Click (Yes) to continue.
Click (No) to cancel.

Figure 9

Edit Change Request - 4000002579

Request was Submitted with number 4000002579
Click [here](#) to upload attachments to Document. Otherwise click 'Home' link on the left menu.

Figure 10

Use this procedure to create a Pay Request for an Agreement. (Pay Requests are also called Claims.) Data may be entered in shaded fields only. A red asterisk (*) indicates a required field.

1. Navigate to the **Grants Home** screen. (Figure 1)
2. Click **New Pay Request** in the **Search** section. The **Search: Claim Form** screen displays. (Figure 2)
3. Enter search criteria, if desired, then click **Search**.
4. Click the link in the **Claim Form** column for the appropriate Grant Agreement. (Figure 2) The **New Claim Form** screen displays. (Figure 3)
5. Enter the Pay Request number in the **Invoice Number** field.
6. Change the date in the **Date Prepared** field, if desired.
7. Enter the dates covered by the invoice in the **Invoice Period From** and **To** fields.
8. Select the **Yes** or **No** radio button to indicate if this is the final invoice.
9. Click , then select Yes or No to indicate if DBE/MBE/WBE sub-contractor payments were made during this invoice period.
10. Enter expenditures for the applicable expense types in the **Expenses This Period** column. (Figure 4)
11. Press **Enter**.
12. Scroll down, and enter any additional information in the **Comments** field.



Figure 1

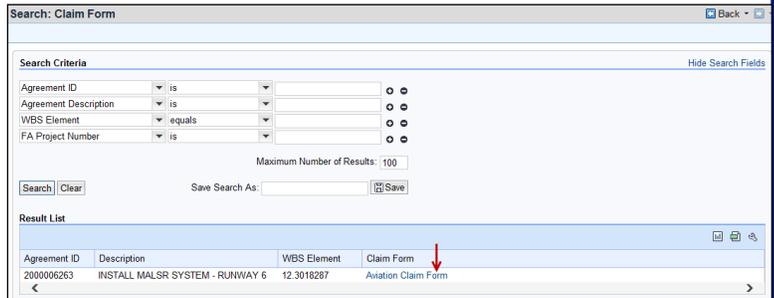


Figure 2

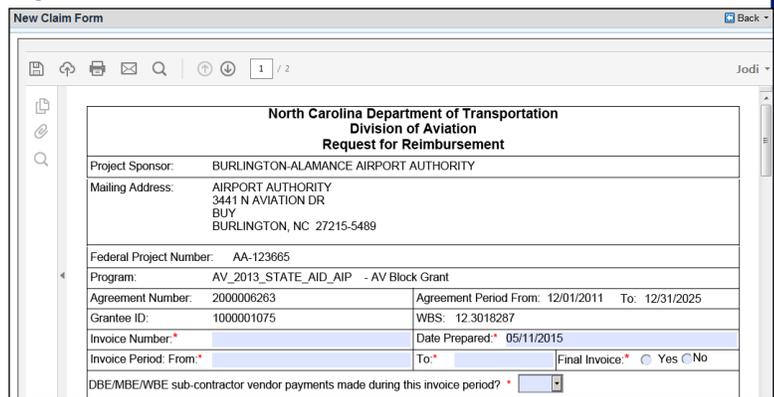
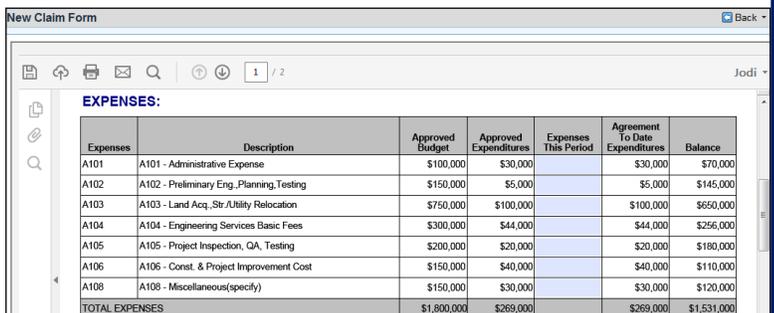


Figure 3



Expenses	Description	Approved Budget	Approved Expenditures	Expenses This Period	Agreement To Date Expenditures	Balance
A101	A101 - Administrative Expense	\$100,000	\$30,000		\$30,000	\$70,000
A102	A102 - Preliminary Eng. Planning, Testing	\$150,000	\$5,000		\$5,000	\$145,000
A103	A103 - Land Acq., Str./Utility Relocation	\$750,000	\$100,000		\$100,000	\$650,000
A104	A104 - Engineering Services Basic Fees	\$300,000	\$44,000		\$44,000	\$256,000
A105	A105 - Project Inspection, QA, Testing	\$200,000	\$20,000		\$20,000	\$180,000
A106	A106 - Const. & Project Improvement Cost	\$150,000	\$40,000		\$40,000	\$110,000
A108	A108 - Miscellaneous(specify)	\$150,000	\$30,000		\$30,000	\$120,000
TOTAL EXPENSES		\$1,800,000	\$269,000		\$269,000	\$1,531,000

Figure 4



- Click **Check** to validate your entries. (Figure 5)
- Review the message in the resulting dialog box to determine if corrections are required. (Figure 6)
- Click **OK** to close the dialog box.
- Make any corrections necessary.

Save or Submit

Only Airport Sponsors can pin and submit Pay Requests. If you are not an Airport Sponsor, you can only save your entries.

Save

- Click **Save**. (Figure 5) The **JavaScript Window—SAVE** dialog box displays (Figure 7)
- Click **Yes**.
- Click the link to upload attachments if applicable, following the on-screen instructions. (Figure 8)

Submit

- Select the checkbox for the authorization signature. (Figure 5)
- Enter your name in the **Name** field.
- Enter your pin number in the **PIN** field.
- Click **Submit**. The **JavaScript Window—SUBMIT** dialog box displays. (Figure 9)
- Click **Yes**.
- Click the link to upload attachments if applicable, following the on-screen instructions. (Figure 10)

Figure 5

Figure 6

Figure 7

Figure 8

Figure 9

Figure 10



Use this procedure to display an existing Pay Request. (Pay Requests are also called Claims.)

1. Navigate to the **Grants Home** screen. (Figure 1)
2. Click **Review Pay Request** in the **Search** section. The **Search: Grantor Claims** screen displays. (Figure 2)
3. Enter search criteria, if desired, then click **Search**.
4. Click the desired Pay Request claim number in the **Claim ID** column. The **Claim: [number] [name]** screen displays.
5. Review data in the Pay Request sections.

Pay Request Sections

Claim Overview—displays key information from the Pay Request, including payment amounts, funding source percentages, project details, and DBE/MBE/WBE participation goals. (Figure 3)

Refer to the table on the following page for explanations of the possible statuses:

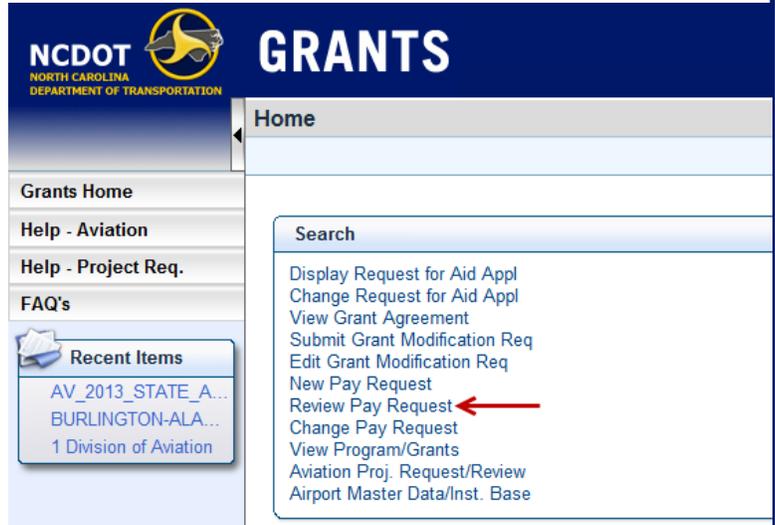


Figure 1

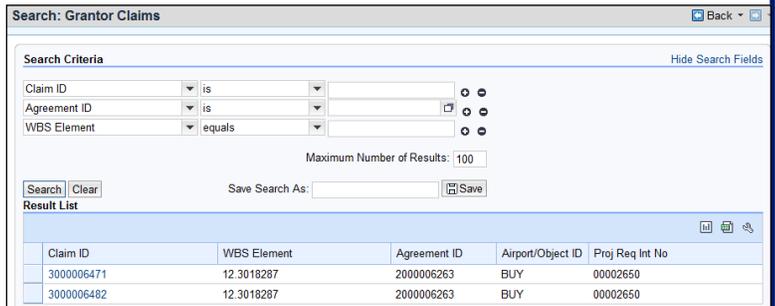


Figure 2

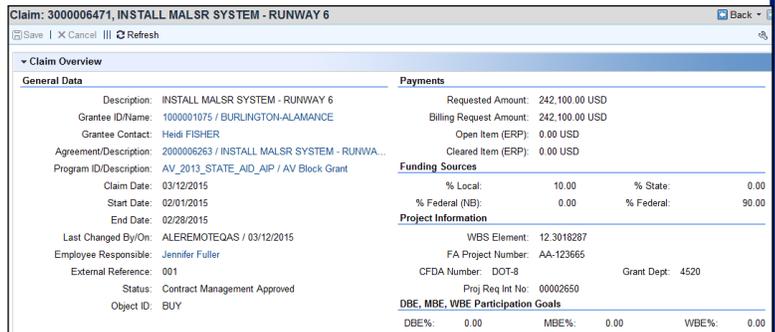


Figure 3



Pay Request Sections, continued

Claim Overview—refer to the table below for explanations of the possible statuses

Status	Description
In Process by Airport	Pay Request created, but not submitted
Submitted	Pay Request submitted to DOA
Returned	Pay Request returned to Airport
Returned to Claim PM	Pay Request returned to DOA APM
Rejected	Pay Request rejected by DOA
L1—Project Manager Approved	Pay Request approved by APM; forwarded to DOA Finance
L2—Finance Manager Approved	Pay Request approved by DOA Finance; forwarded to EA
Returned for L2 Re Approval	Pay Request returned to DOA Finance for correction and approval
External Audit Approved	Pay Request approved by EA; forwarded to CM
Contract Management Approved	Pay request approved by CM; payment pending

Claim Form—displays the Pay Request in PDF format. (Figure 4) The most recent version of the Pay Request defaults.

Click  in the **Version** field to display a previous version, if desired. The **Last Changed By** and **Change Date** fields indicate who performed the last update to the Pay Request and when.

Use the scroll bar within the PDF screen to display additional pages.

Click  to print the Pay Request, if desired.

Attachments—displays a list of documents that have been attached to the Pay Request. (Figure 5)

To display an attachment, click a document title in the **Name** column. Click  to close the attachment.

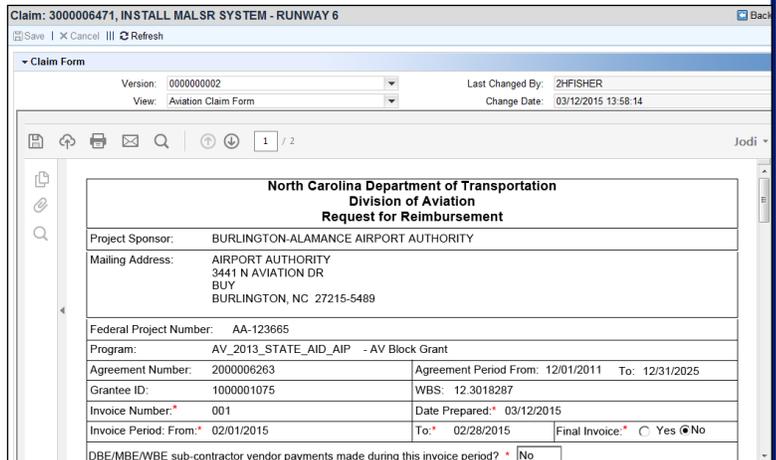


Figure 4



Figure 5



Pay Request Sections, Continued

Attachments—to attach a document to the Pay Request, perform the following:

1. Click  **Attachment** . (Figure 5, previous page) The **Attachment—Webpage Dialog** box displays. (Figure 6)
2. Click  . The **Choose File to Upload** dialog box displays.
3. Navigate to the desired PDF document, then double click the document.
4. Enter the *title of the document* in the **Name** field.
5. Enter a *brief description of the document* in the **Description** field.
6. Click  . The document displays in the **Attachments** section. (Figure 5, previous page)

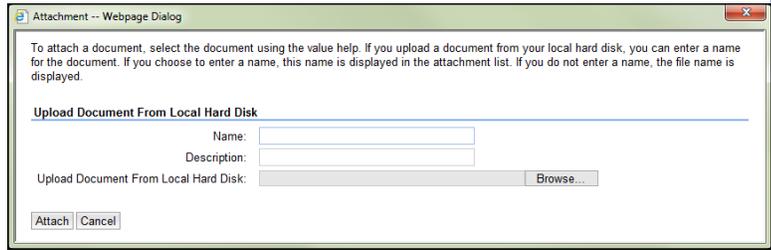
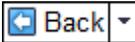


Figure 6

Transaction ID	Description	Document Type	Transaction Type	Created On	Created By
2000006263	INSTALL MALSR SYSTEM - RUNWAY 6	CRM Grantor agreement	Aviation Agreement	03/12/2015	Vimal Joshi
AV_2013_STATE_AID_AIP	AV Block Grant	Grantor Management GMP Project	Grantor Management GMP Project	02/13/2015	Abhishek

Figure 7

Transaction History—displays links to items related to the Pay Request. (Figure 7)

Click a link in the **Transaction ID** column to display the item. Click  to return to the Pay Request.



Use this procedure to change an existing Pay Request. (Pay Requests are also called Claims.)

1. Navigate to the **Grants Home** screen. (Figure 1)
2. Click **Change Pay Request** in the **Search** section. The **Search: Grantor Claim** screen displays. (Figure 2)
3. Enter search criteria, if desired, then click **Search**.
4. Click the desired Pay Request number in the **Claim ID** column. The **Edit Claim - [number]** screen displays. (Figure 3)
5. Make the necessary changes. (Refer to *New Pay Request* for instructions.)
6. Press **Enter** to update values in the **Expenses** table.



Figure 1

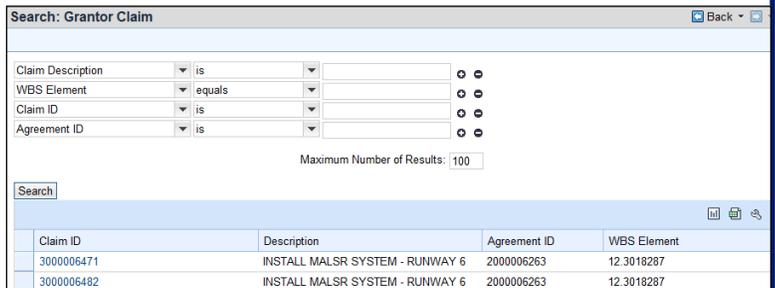


Figure 2

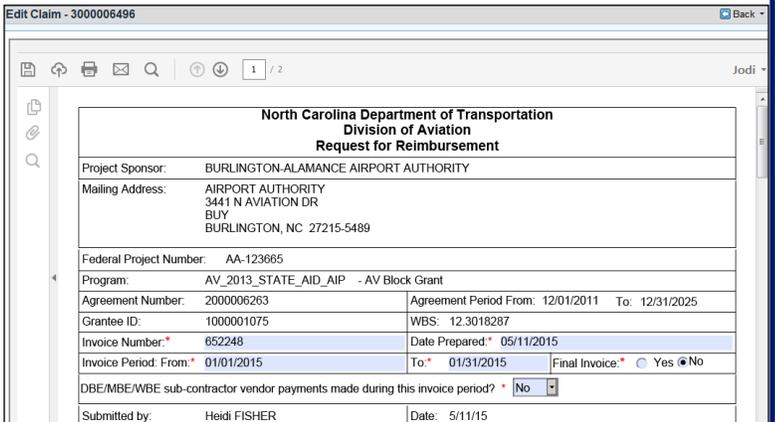


Figure 3



1. Click **Check** to validate your entries. (Figure 4)
2. Review the message in the resulting dialog box to determine if corrections are required. (Figure 5)
3. Click **OK** to close the dialog box.
4. Make any corrections necessary.
Save or Submit

Only Airport Sponsors can pin and submit Pay Requests. If you are not an Airport Sponsor, you can only save your entries.

Save

1. Click **Save**. (Figure 4) The **JavaScript Window—SAVE** dialog box displays. (Figure 6)
2. Click **Yes**.
3. Click the link to upload attachments if applicable, following the on-screen instructions. (Figure 7)

Submit

1. Select the checkbox for the authorization signature. (Figure 4)
2. Enter your name in the **Name** field.
3. Enter your pin number in the **PIN** field.
4. Click **Submit**. The **JavaScript Window—SUBMIT** dialog box displays. (Figure 8)
5. Click **Yes**.
6. Click the link to upload attachments if applicable, following the on-screen instructions. (Figure 9)

Figure 4

Figure 5

Figure 6

Figure 7

Figure 8

Figure 9