

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

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

The screenshot shows the EBS Home page. On the left is a navigation menu with 'Grants Home', 'Help - Project Requests', 'Help - Online Grants', and 'Help - FAQ's'. Below this is a 'Recent Items' list. The main content area has a 'Home' header and a 'Search' section. In the 'Search' section, the link 'Change Request for Aid Appl' is highlighted with a red rectangular box. Other links include 'Display 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', and 'Airport Master Data/Inst. Base'. Below the search section is a 'Create' section with the link 'Aviation Proj. Request/Review'.

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

The screenshot shows the NCDOT GRANTS search results page. The search criteria are: Application ID is *5944, Program ID is, WBS Element equals, and Description is. The search results table has columns for Application ID, Description, WBS Element, and Status. The first result is Application ID 1000005944, Description LAND ACQUISITION, WBS Element 12.3018287, and Status Award Letter Issued. A red arrow points to the first result, and a red box highlights the status 'Award Letter Issued'.

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.

The screenshot shows the 'Edit Application - 1000005944' page. The 'Cash Flow' table is highlighted with a red box. The table has columns for 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, and Add. The data for 2019 is: 1st Quarter \$125,000, Total \$125,000.

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	Add
2019	\$125,000				\$125,000	Remove
Total	\$125,000				\$125,000	

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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.

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

Estimated Project Funding		Percent	Project Req Amt	Amount
FEDERAL		90.00000%	\$450,000.00	\$0.00
STATE			\$0.00	\$0.00
LOCAL		10.00000%	\$50,000.00	\$0.00

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	Add

Cash Flow Total = \$500,000

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

Grant Submittal Certification

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

Name	Title	Pin	Date
Sponsor/Representative Authorization			08/03/2018

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