



N.C. Department of Transportation

WEB-BASED Local Project Management System

Webinar



What is the Local Project System ?

The Local Project System is a Simple Electronic System that Provides a Single Point for Project Communication, Storage and Status When Delivering a Local Administered Project





Why Did We Develop This System?

Our Goals Were to:

- **Improve Communications**
- **Streamline the Business Processes**
- **Transparency**





New System Benefits

- **Streamlines Current Processes & Procedures by Allowing Web-enabled Activities for LGAs**
Including :
 - ✓ Application Submission
 - ✓ Agreement Status
 - ✓ Invoice Submission & Processing
 - ✓ Payment Status
 - ✓ Document Submission & Review
- **Improves Communications**
- **Reduces Paperwork by Moving to Electronic Submissions**





New System Benefits

- **Reduces Errors With Built-in Checks and Balances**
- **Improves Transparency by Providing Status for Various Steps in Project Delivery Including:**
 - ✓ **Application (PID)**
 - ✓ **Agreement**
 - ✓ **Authorizations**
 - ✓ **Review of Project Documents**
 - ✓ **Invoices**

Information at Your Fingertips!





What Are the Negatives to the New System?

NONE!

But you will have to learn how to use the new system!





New Word Translations

- **Application** = Current PIDs (Project Information Datasheets)
- **Agreement** = *Unchanged*
- **Claim** = Invoice
- **Change Request** = Revision or Authorization of Funds





How Do I Get Started ?

- **Get a User ID**
- **Attend Training**
- **Start Using the New System to:**
 - ✓ **Submit Applications for New Projects**
 - ✓ **Submit Claims for Approved Agreements**
 - ✓ **Submit Change Requests for Approved Agreements**





User ID's

Why Do We Need a User Name and Password?

In Order to Log Into the Web-based System, a User Name and Password is Necessary to Identify the User and any Projects Associated With That LGA

How Do I get a User Name and Password?

Submit the Security Form Available on the LPMO Website to lpmo@ncdot.gov





User ID's

Who Do I Contact if I Forget My User ID, Password, or Get Locked Out of the System?

**Call the DOT Help Desk – 919-707-7000 or 1-800-368-2778.
Identify Yourself as an “external user” and Provide Your Secure 8-digit Number**

Who Do I Contact if I Forget My Secure 8-Digit Number?

Call Your LPMO Contact:

Divisions 1 – 7: Sheila Gibbs

Divisions 8 – 14: Marta Matthews





Where Can I Find User Support?

- **Help Guides and Documentation**
- **NCDOT Help Desk Support for Password & Technology**
- **NCDOT LPMO for Business Process**
- **Online Training Webinars (*as required*)**



- Help Guides available on the system and on the Local Projects Website (Connect)
- The NCDOT Help Desk for password and technology issues
- LPMO for questions related to the business process of delivering a local project.
- Training webinars as needed



Contact Details

Local Programs Management Office

Divisions 1 – 7:

- Sheila Gibbs
- sgibbs@ncdot.gov
- 919-707-6625

Divisions 8 – 14:

- Marta Matthews
- mtmatthews@ncdot.gov
- 919-707-6626





Training Agenda

- **User Registration**
- **System Logon**
- **General Navigation in the System**
- **Application Process**
- **View Agreement**
- **Document submission process**
- **Change Request Process**
- **Claim Process**





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First, we'll discuss User Registration and System Logon



User Registration

Local Programs Management System Access Authorization Form

- ✓ Find the Form at the Local Projects Website:

<https://connect.ncdot.gov/municipalities/Funding/Pages>

- ✓ Complete the Form & Submit to lpmo@ncdot.gov
- ✓ NCDOT-SAP Will Notify You of Your New User ID and Temporary Password
- ✓ You Will Log Into the System & Change Your Password



- The Security Access form will live on the Local Projects website on Connect.
- Complete the form, print out and have it signed, you'll submit to our group e-mail.
- Once your account is set up, you will receive an e-mail from our IT people.

The screenshot displays the 'Local Projects Administration' page on the NCDOT Connect website. The page header includes the 'Connect NCDOT BUSINESS PARTNER RESOURCES' logo and navigation tabs for 'Doing Business', 'Bidding & Letting', 'Projects', 'Resources', and 'Local Governments'. A search bar is located in the top right corner. The main content area is titled 'Local Projects Administration' and provides guidance for municipalities. On the right side, there is a 'FORMS & TEMPLATES' section with a list of documents, each with a document icon. The 'LPMO Security Form' link is highlighted with a red circle. Below the forms list, there are sections for 'PROJECT DELIVERY AND IMPLEMENTATION' and 'PROGRAM LINKS'.

NCDOT Local Projects site on Connect with LPMO Security Form.



System Logon

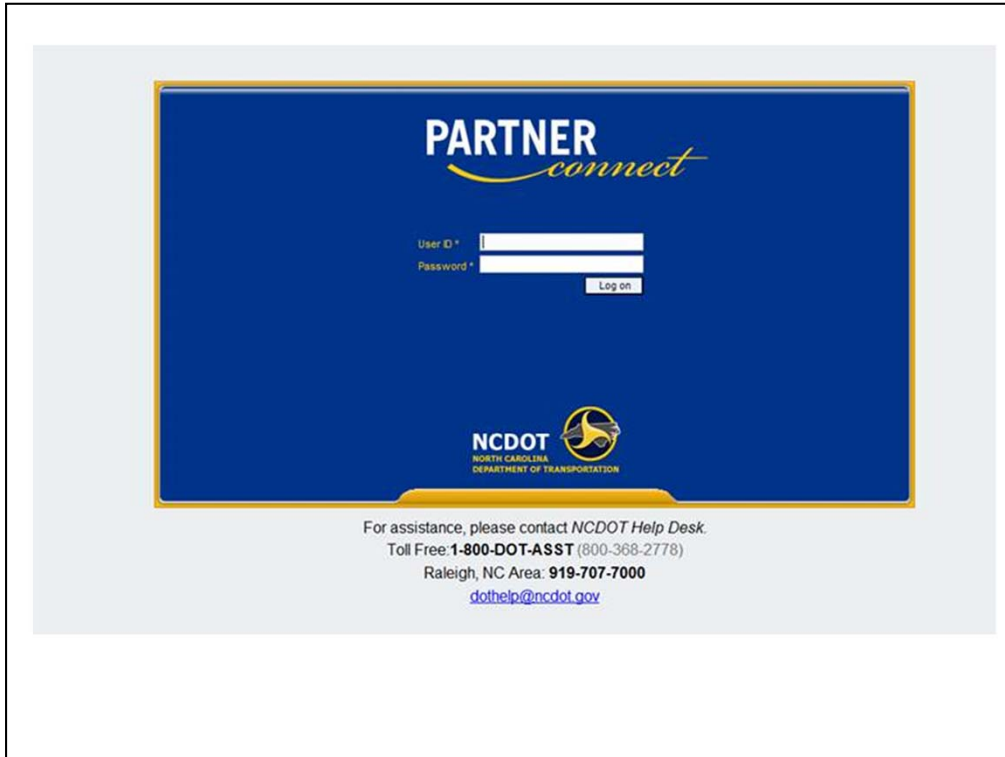
Local Projects System Portal Access:

<https://partner.ncdot.gov>

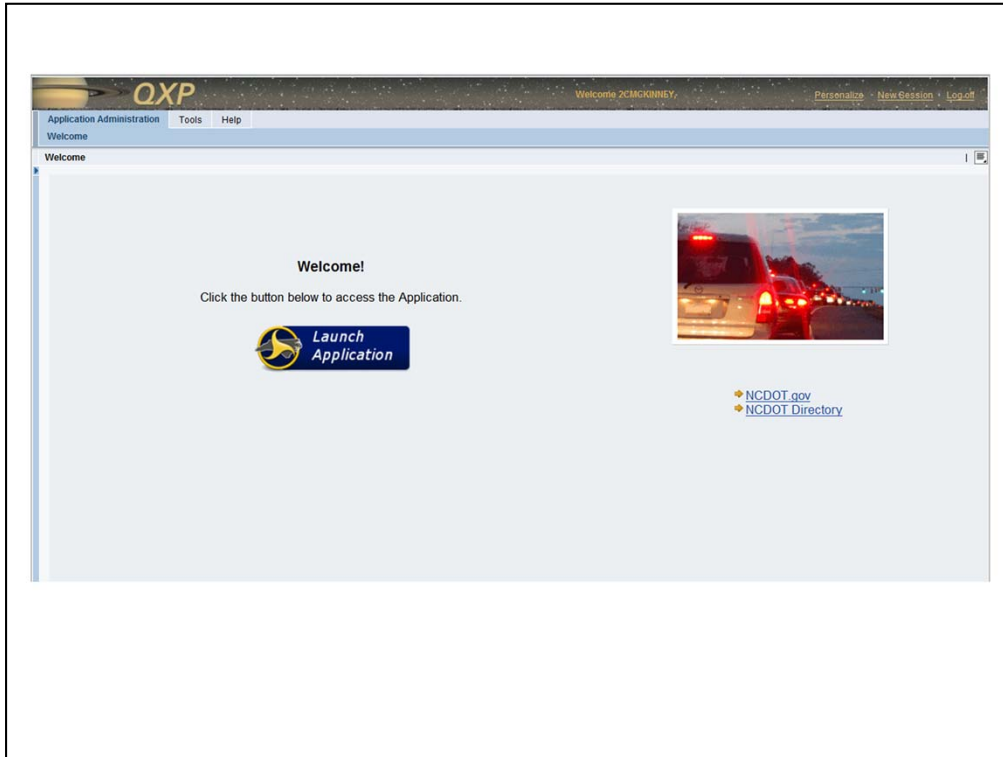
- ✓ **Bookmark This Site for Future Reference**
- ✓ **Depending On Your Role Within the LGA,
You May See Other Systems Available To You**



Access Local Projects Management Tool through Partner Connect, once you have your user id and password.



Partner Connect Portal



Access to Local Projects Management Tool (note: screen shot shows test system; live system may look slightly different).

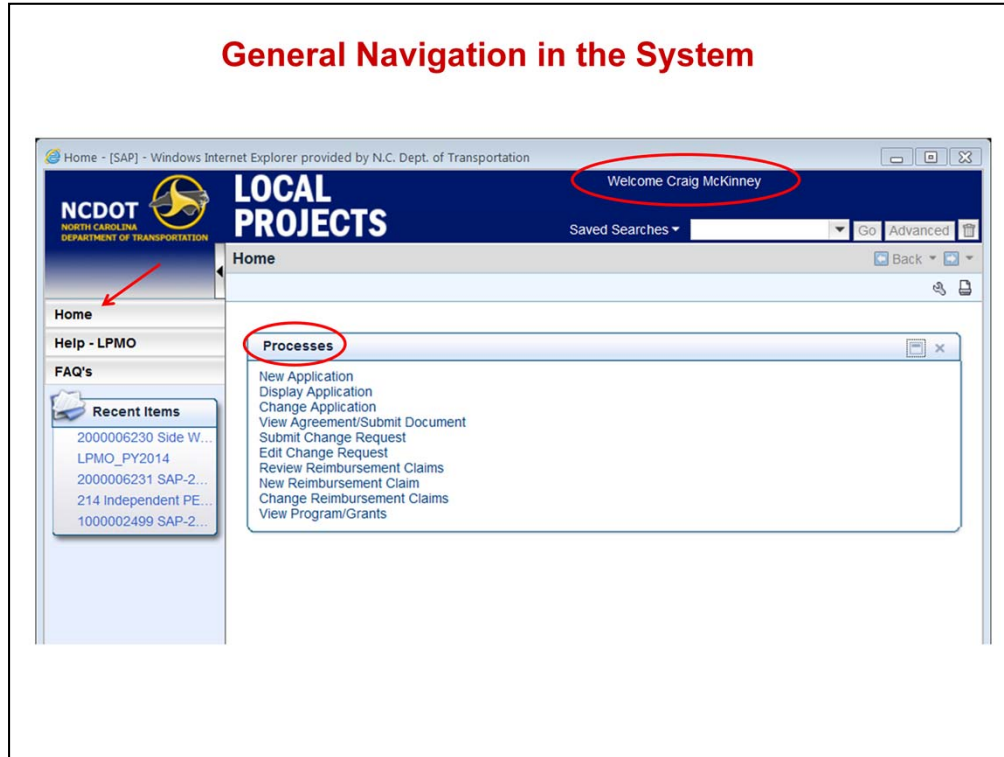


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General Navigation in the System

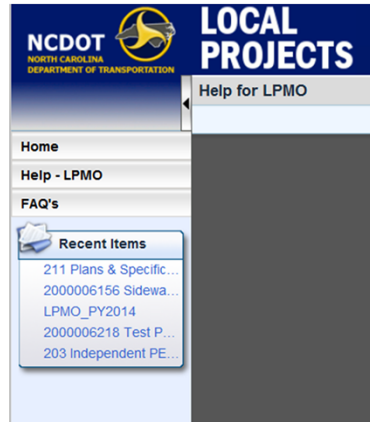


- User name is on upper screen
- Home key on left will always take you back to this screen
- Home screen provides access to all the “actions” or “processes” you can make
- There is a “numbering scheme” that you will become familiar with – the system assigns sequential numbers for each item, so that anything beginning with a 1 is an application, a 2 is an agreement, 3 is reimbursement (claims), and 4 is change requests.



SYSTEM HELP DOCUMENTATION

- ✓ Available From Any Screen
- ✓ Comprehensive and Easy to Follow
- ✓ Details for Each Action in the System
- ✓ PDF Format - Available for Easy Printing



- Link to Help Guidance, which helps with navigating this system
- The FAQs provide answers to the technical questions regarding the system.



E-mail and Letters

At Several Stages Throughout the Process, the Project Contacts Will Receive E-mails and Letters:

- ✓ **The E-mails Will Alert You Of A New Item Waiting In The System: It May Include Comments, an Approval, a Return For More Information; and May or May Not Include An Attached Letter With More Information**
- ✓ **Nothing Will Be Sent By Regular Mail, Except For the Draft Agreement and the Executed Agreement**





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We'll discuss the Application Process, or Request for an Agreement.



Application Process

The Application is the LGA's Process to Request an Agreement for a Locally Administered Project

Important To Know Before Requesting:

- ✓ **Project Must Be Programmed in the STIP**
- ✓ **LGA Must Know the Estimated Delivery Schedule**
- ✓ **The Funding Source & The Amount of Funding**



The application is the process to request an agreement. Don't confuse this with an application to obtain funding. The CMAQ program has a specific project application that you have to submit to your MPO for consideration for CMAQ funding. Some of the MPOs have applications that you have to complete to be considered for STP-DA or Transportation Alternatives funding.

This application is different – you should have already been notified that the funding has been allocated to your project (this means that your project was eligible for the type of funding and DOT and your MPO are programming or have programmed the project into the STIP/TIP) – and this application is now to request an agreement.



Application Process

*****IMPORTANT TO KNOW*****

This System is Only For *NEW* Projects That Do Not Have a Fully Executed Agreement

Projects With an Existing Executed Agreement Cannot Be Managed in This System



As a reminder, this Project System will only be used for NEW projects that do not already have a fully executed agreement.



Application Process

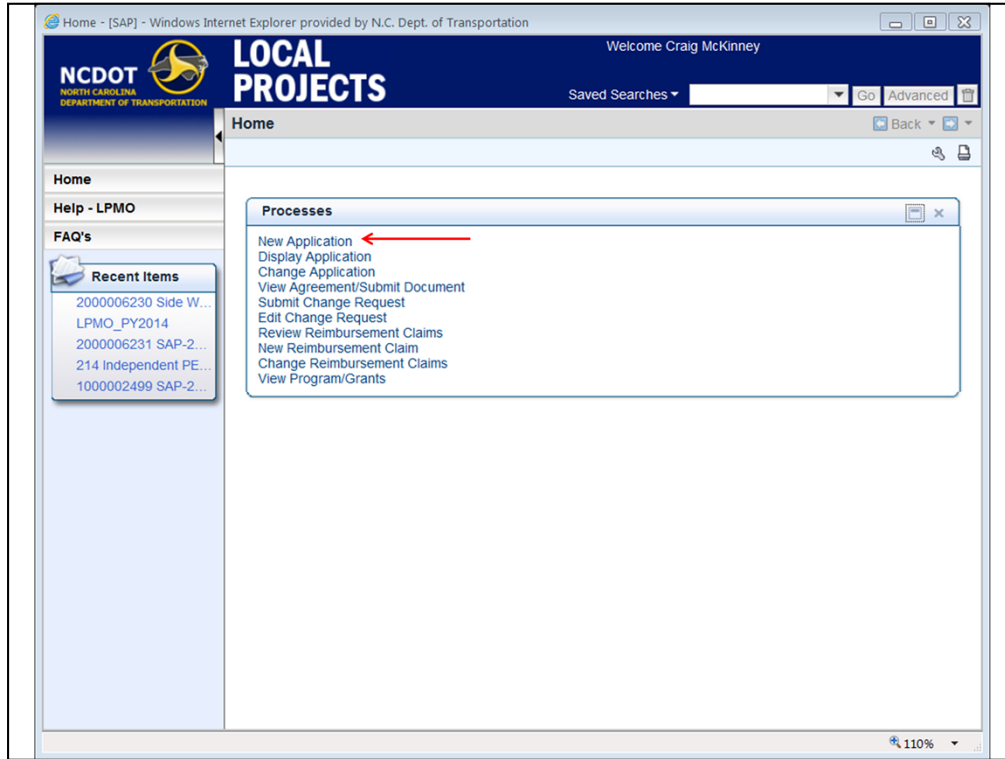
From the Home Screen, Select New Application

Click the “Search” Button on the Next Screen:

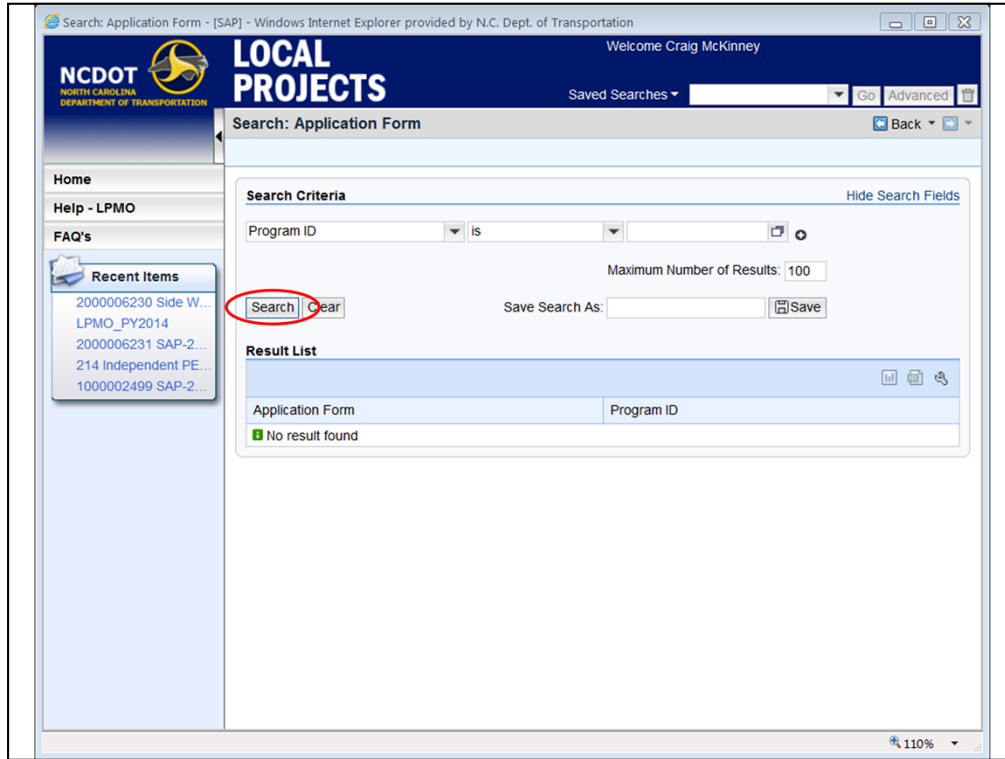
- At This Time There is Only One Program
- System Capability Exists to Add or Refine Programs to Include Other Types of Locally Administered Projects
- We Will Provide Information at That Time

Click on the “LPMO-Application” Link to Get Started

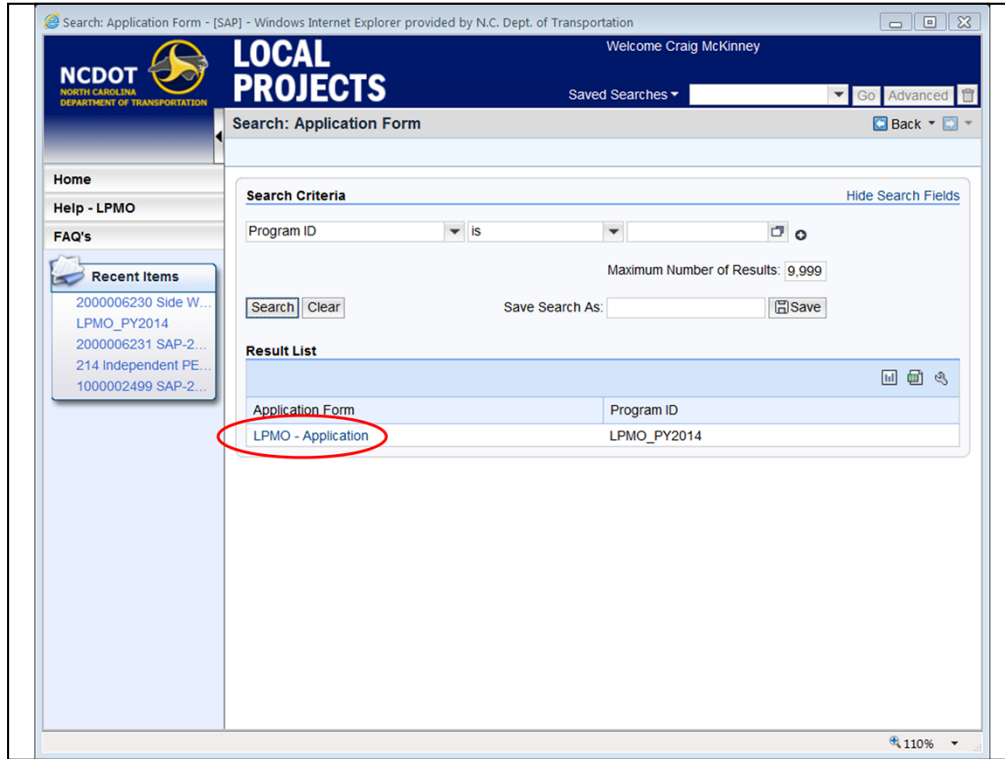




Click on "New Application"



Click on "search"



Only one Program is currently in the system – LPMO – click on the application associated with that Program.

New Application Form - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation

Welcome Craig McKinney

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches Go Advanced

New Application Form Back

Home
Help - LPMO
FAQ's
Recent Items
2000006230 Side W...
LPMO_PY2014
2000006231 SAP-2...
214 Independent PE...
1000002499 SAP-2...

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

Project Information Data Sheet
LOCAL PROGRAMS MANAGEMENT OFFICE
1595 MAIL SERVICE CENTER
RALEIGH, NC 27699-1595

DIRECTIONS: Submit completed form with attachments to Local Programs Office

DEMOGRAPHIC INFO

Name of Entity CITY OF GREENSBORO
MPO/RPO Please Select
Type Choose One

CONTACT INFO - Agreements

Name Craig McKinney
Title
Address
Phone #1 Phone #2
Email mpandya@NCDOT.GOV

Same as Agreements

CONTACT INFO - Project Delivery

Name
Title
Address
Phone #1 Phone #2

Done 110%

A pdf will open up. Notice how the application reflects information based on your log-in and your City.



Submit Application

When Application Form is Complete, Choose Submit to Send to LPMO for Review and Processing

- ✓ **There is Also The Option to Save The Application if You Don't Have All the Information at That Time**
- ✓ **Once Saved, the Application Will Have an Application ID Assigned, Which You Can Search By, or Search Can Be Done By Tip Number**



- If you save the Application, an ID # will be assigned, which will start with 1xxx.
- You can use this number to search for the saved application.



Returned Application

- ✓ **Your Application May Be Returned – If We Need Additional Information or Clarification**
- ✓ **Log Into the System, Go to “Change Application” to Make the Change and Re-submit**
- ✓ **We May Reject an Application – If a Project Is Not Programmed an the STIP, We Will Request That You Come Back When it is**





Returned Application Letter

Application number: 100000555 Ref: LPMO_TEST_4 Application Returned

Dear Matthew Davis,

The Local Program Management Office (LPMO) has returned your application 100000555 for corrections. Please make the below mentioned corrections and submit the application back for review.

****Funding does not match what is programmed in STIP – please correct****

Please feel free to contact the Local Program Management Office, should you have any questions or concern in regards to the above information.



An example of a returned application e-mail.



Approved Application

- ✓ **Once Your Application is Approved, LPMO Will Prepare Your Agreement**
- ✓ **All Contacts on the Application Will Be Notified, by Email, that Agreement Will Come by Mail**
- ✓ **Two Copies of Agreement Will be Mailed to the Person Identified on the Application as the Agreement Contact**
- ✓ **The Process For Drafting, Mailing & Executing an Agreement is Generally 3 – 4 Months**



Once the agreement is fully executed, the LGA will receive a hard copy, but you will also be notified by e-mail that the agreement is available in the web system. It will have its own number, 2xxxxx.



Approved Application – E-mail

Subject: LPMO Application 100002516 Accepted Letter

Dear Josh Harrold,

The Local Programs Management Office(LPMO) has accepted your application and has mailed you the unexecuted agreement for signatures.

When you receive the agreement, please have both originals signed and mailed back to the LPMO as soon as possible.

**Sincerely,
Sheila Gibbs
(919)707-6625
sgibbs@ncdot.gov
Local Programs Management Office**



An example of an approved application e-mail.



Agreement Execution Process

- ✓ **LGA Will Sign Agreements and Send Back to LPMO for Execution by NCDOT**
- ✓ **LPMO Will Mail One Fully Executed Agreement to the LGA for Their Records**
- ✓ **An E-mail Will Notify the LGA That the Agreement Has Been Executed Along With the Next Steps**





Agreement Executed E-mail

Subject: LPMO Agreement 200006245 for TIP-01 Fully Executed

Dear Josh Harrold,

Agreement 200006245 for Project TIP-01 is fully executed and is available online. Log on to <http://partner.ncdot.gov> to view your agreement. A hard copy of the agreement has been mailed to your attention with further instructions.

Please contact your Local Programs Management Office for any questions.

Sincerely,
Sheila Gibbs
(919)707-6625
sgibbs@ncdot.gov
Local Programs Management Office



An example of an executed agreement e-mail.



Training Agenda

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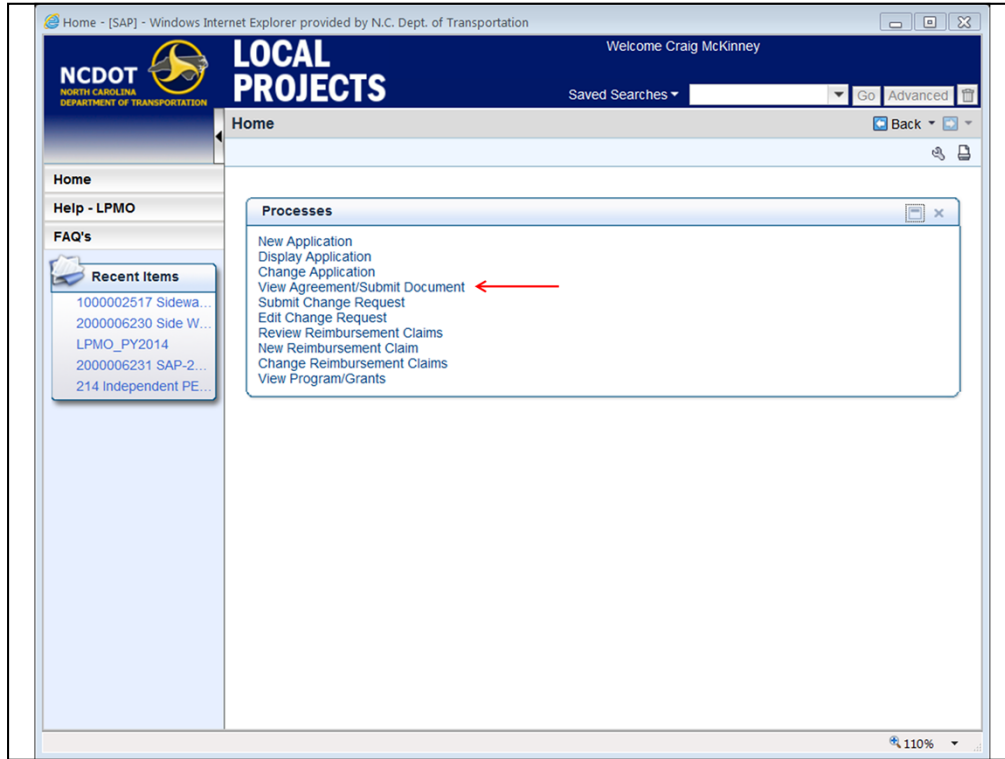
Once the Agreement is fully executed, you will access your project through the View Agreement link.



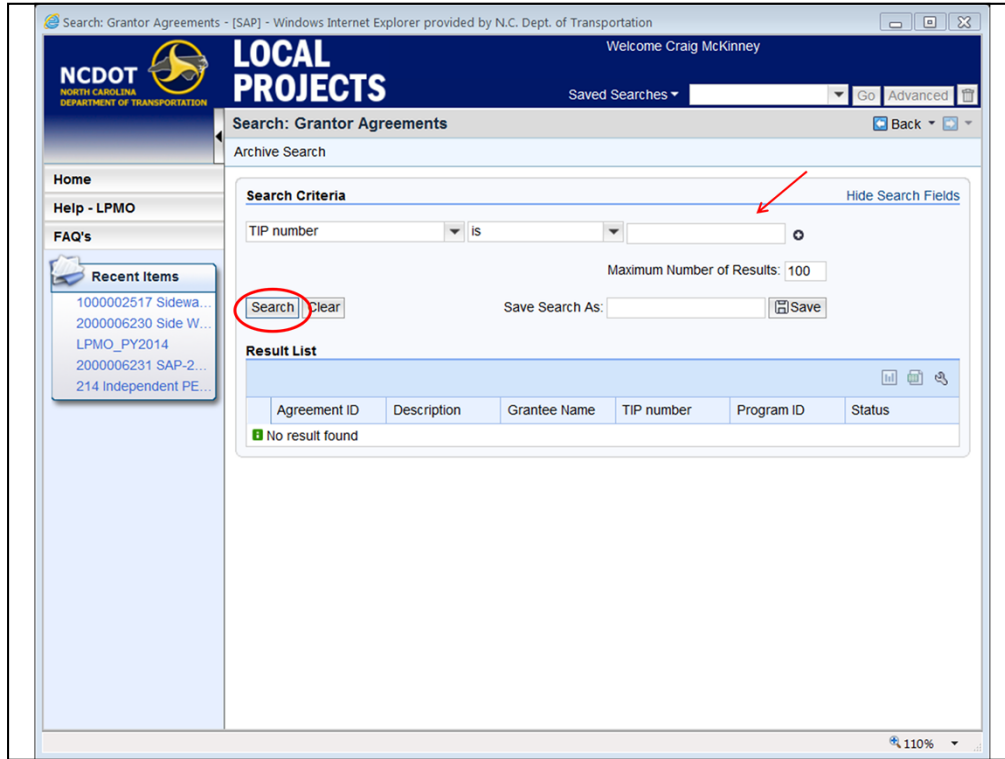
View Agreement

- ✓ **Click “View Agreement/Submit Documentation” and Then Hit “Search”**
- ✓ **Most of You Will Only Have One Agreement to View; Larger Cities Might Have Several Projects**
- ✓ **The Agreement Overview Screen Gives You Details of the Project Very Quickly**





Click on “view agreement/submit documents”



Search for project by TIP Number and click “search”, or simply click “search”. Most LGAs will only have one or maybe two projects that will be in the system.

The screenshot shows a web browser window titled "Search: Grantor Agreements - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation". The page header includes the NCDOT logo and "LOCAL PROJECTS" in large blue letters. A navigation menu on the left contains "Home", "Help - LPMO", "FAQ's", and "Recent Items". The main content area is titled "Search: Grantor Agreements" and includes a search form with a dropdown menu for "TIP number", a search button, and a "Save Search As:" field. Below the search form is a "Result List" table with columns for Agreement ID, Description, Grantee Name, TIP number, Program ID, and Status. A red arrow points to the first row of the table.

Agreement ID	Description	Grantee Name	TIP number	Program ID	Status
2000006230	Side Walk	CITY OF GREENSBO...	SHP2001	LPMO_PY2014	Agreement Approved
2000006231	SAP-2010	CITY OF GREENSBO...	TIP-01	LPMO_PY2014	Agreement Approved
2000006232	Sidewalk	CITY OF GREENSBO...	TIP-01	LPMO_PY2014	Agreement Approved

Click on Agreement ID to pull up overview.

The screenshot displays the NCDOT LOCAL PROJECTS web application interface. The browser title is "Agreement: 200006231, SAP-2010 - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation". The page header includes the NCDOT logo and "LOCAL PROJECTS" in large blue text. A navigation sidebar on the left contains links for Home, Help - LPMO, FAQ's, and Recent Items. The main content area is titled "Agreement: 200006231, SAP-2010" and is divided into several sections:

- Agreement Overview:**
 - General Data:** Description: SAP-2010; Grantee ID/Name: 100000110 / CITY OF GREENSBORO; Grantee Contact: 1000002786 / Erica Jefferies; Program ID/Desc.: LPMO_PY2014 / LPMO Program; Posting Date: 02/02/2015; Employee Responsible: Vimal John; Start Date: 02/02/2015; End Date: 02/20/2015.
 - Application Amounts:** Total Approved Amount: 24,000.00 USD; Authorized Amount: 0.00 USD; Billing Req. Amount: 0.00 USD; Cleared Item (ERP): 0.00 USD.
 - Project Information:** FA Project Number: Fa-001; TIP number: TIP-01; Division: 07 - Greensboro; Status: Agreement Approved.
 - DBE, MBE, WBE Participation Goals:** DBE %: 0.00; MBE %: 0.00; WBE %: 0.00.
- Items:** A table listing WBS Elements, Expense Types, Eligibility for Funding, and financial amounts.
- Transaction History:** A table listing Transaction IDs, Descriptions, Transaction Types, Creation Dates, Creators, and Statuses.

This screen shows the basic information related to the project, as well as all the transactions that have occurred to date and the status of those transactions. Think of this screen as the access to your “file drawer” with all your project information.



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Let's discuss Submitting Documents



Submit Documentation

- ✓ On “Agreement Overview” Screen, Click on the Link “Submit Documents”
- ✓ Select Document Type From Dropdown List
- ✓ Name the Document and Add Any Notes
- ✓ Change the Status to “Submit”
- ✓ Click On “Back and Save at the Top of the “Agreement Overview” Screen”



Agreement: 200006231 SAP-2010 - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation

Welcome Craig McKinney

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Agreement: 200006231 SAP-2010

Save | X Cancel | **Submit Documents** | Refresh

Agreement Overview

General Data

Description: SAP-2010
 Grantee ID/Name: 100000110 / CITY OF GREENSBORO
 Grantee Contact: 1000002786 / Erica Jefferies
 Program ID/Desc.: LPMO_PY2014 / LPMO Program
 Posting Date: 02/02/2015
 Employee Responsible: Vimal John
 Start Date: 02/02/2015
 End Date: 02/20/2015

Application Amounts

Total Approved Amount: 24,000.00 USD
 Authorized Amount: 0.00 USD
 Billing Req. Amount: 0.00 USD
 Cleared Item (ERP): 0.00 USD

Project Information

FA Project Number: Fa-001
 TIP number: TIP-01
 Division: 07 - Greensboro
 Status: Agreement Approved

DBE, MBE, WBE Participation Goals

DBE %: 0.00 MBE %: 0.00 WBE %: 0.00

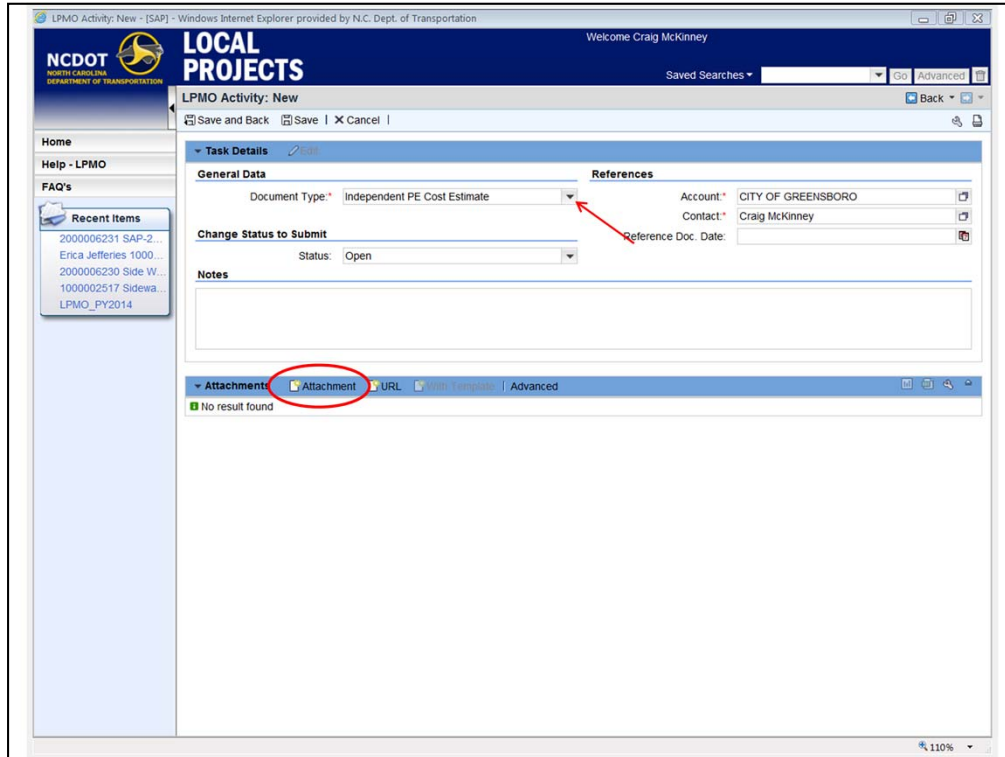
Items

WBS Element	Expense Type	Eligible for Funding	Authorized Amount	Authorized Claim Amt	Open Balance
	Total Project Funding	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	PE - Preliminary Engin...	<input checked="" type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	ROW - Right of Way	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	CON - Construction	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD

Transaction History


Transaction ID	Description	Transaction Type	Created On	Created By	Status
4000002521	SAP-2010	LPMO Change Req...	02/02/2015	Craig McKinney	Rejected
PE - PEF Process and Cost Proposal	PE - PEF Process a...	LPMO Activity	02/02/2015	Craig McKinney	Submit
1000002499	SAP-2010	LPMO Application	02/02/2015	Craig McKinney	L4 NCDOT Approved
2000006231	SAP-2010	LPMO Agreement	02/02/2015	Manoj Pandya	Agreement Approved
LPMO_PY2014	LPMO Program	Grantor Manageme...	08/08/2014	Vimal John	Released

From Agreement Overview, select "submit documents" from top.



Select from drop-down of list of documents. If the document type you want to submit is not listed, select “other”.

Select “attachment” from bottom of the screen to upload documents from your computer.



Attach Documentation

Attachment -- Webpage Dialog


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:

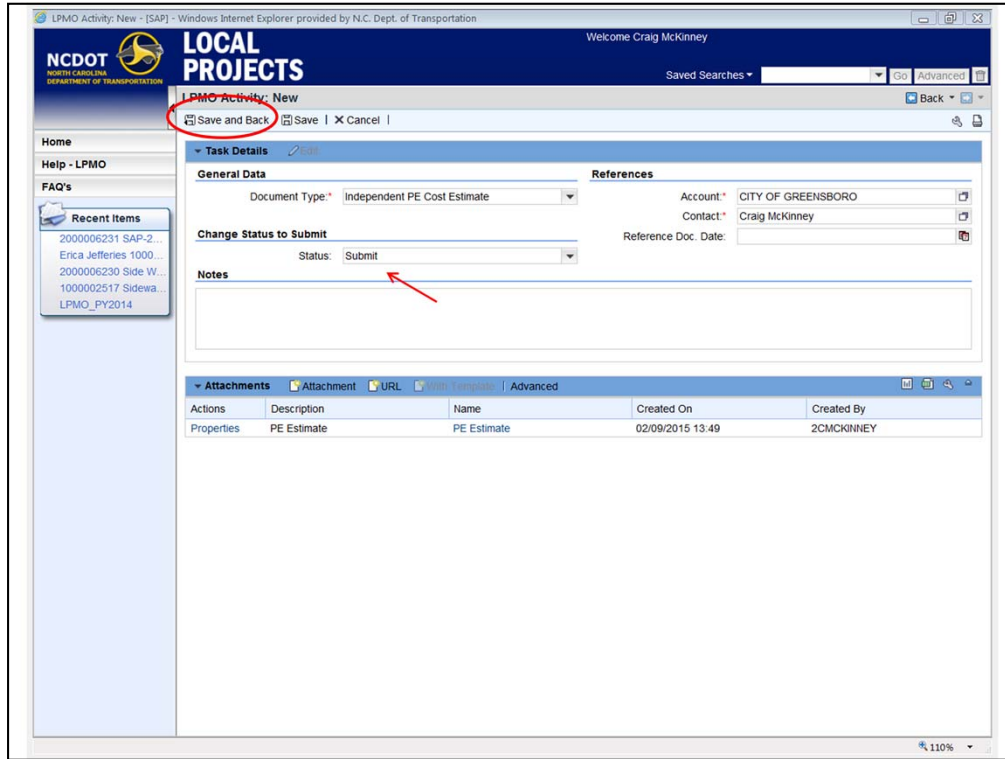
Description:

Upload Document From Local Hard Disk:



- NAME field: copies from FILE NAME if blank
- DESCRIPTION field: copies from NAME field, if blank.
If NAME field is blank, then description is blank.
- FILE NAME: will never be blank.

In our example, we will upload a PE estimate, and then we'll go to see what it looks like in transaction history.



Make sure status is changed to “submit,” then select “save and back.”



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Change Request Process



Submit Change Request

Change Requests are Used to Ask For:

- ✓ **Additional Funding on a Phase (Within the Limits of the Executed Agreement)**
- ✓ **To Move to the Next Phase, for Example, From ROW to Construction**
- ✓ **Request a Supplemental Agreement (The MPO/ Department Has Allocated Additional Funds; Change in Project Scope; Change in Responsibilities)**





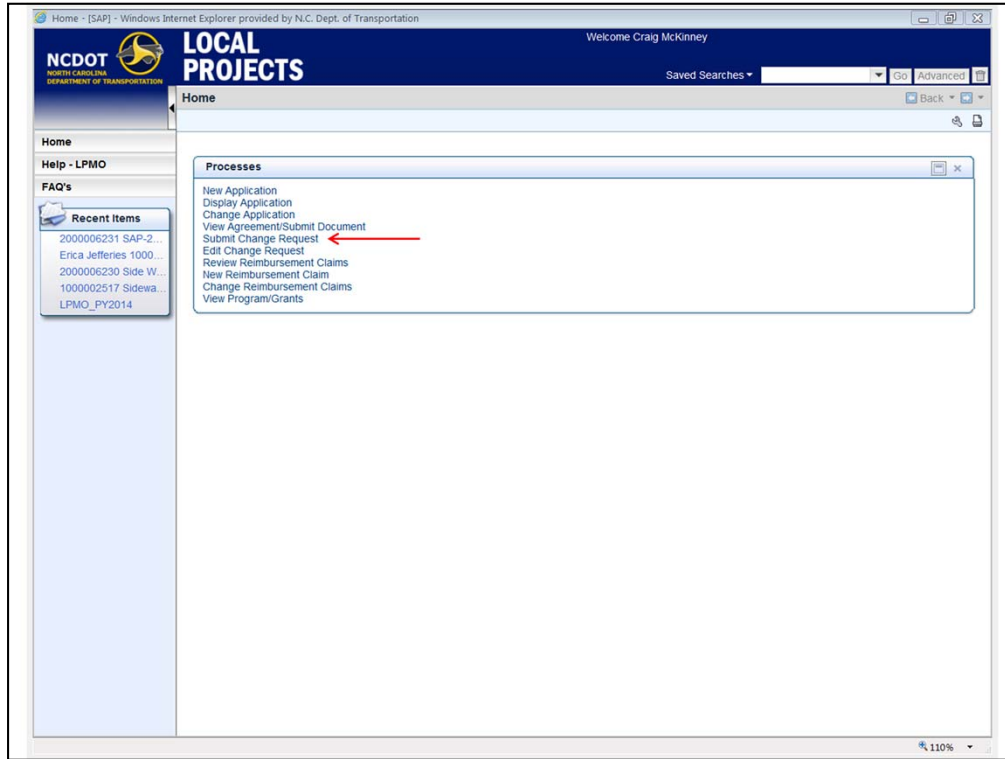
Submit Change Request

- ✓ Go To System Home Page
- ✓ Select “Submit Change Request”
- ✓ Search and Select Your Project
- ✓ Open “Change Request” Form

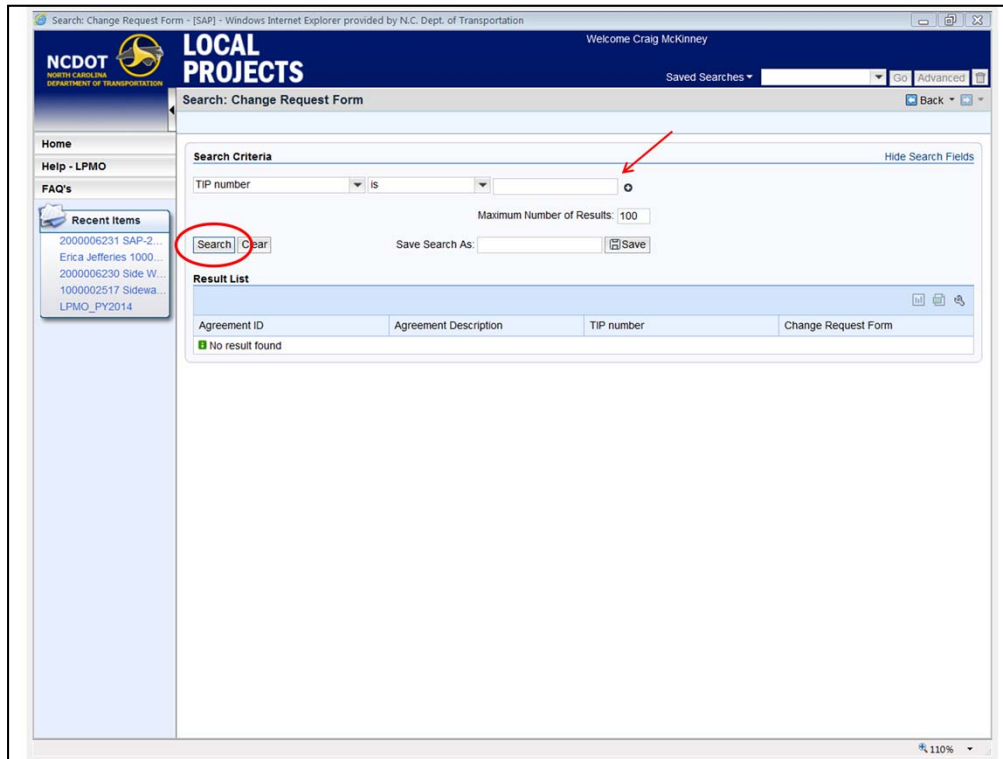
IMPORTANT:

*If Requesting A New Phase Of Funding, Then LGA
Must Enter Estimated Let Date In Comments.*





Select "submit change request" from Home Screen.



Search by TIP Number and select “search” to find your project.

The screenshot shows a web browser window titled "Search: Change Request Form - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation". The page header includes the NCDOT logo and "LOCAL PROJECTS" in large blue letters. A navigation menu on the left contains "Home", "Help - LPMO", "FAQ's", and "Recent Items". The "Recent Items" list includes: "2000006231 SAP-2...", "Erica Jefferies 1000...", "2000006230 Side W...", "1000002517 Sidewa...", and "LPMO_PY2014".

The main content area is titled "Search: Change Request Form" and contains a "Search Criteria" section with the following fields:

- TIP number: [dropdown menu]
- is: [dropdown menu]
- Maximum Number of Results: 100
- Buttons: Search, Clear, Save Search As: [input field], Save

Below the search criteria is a "Result List" table with the following data:

Agreement ID	Agreement Description	TIP number	Change Request Form
2000006230	Side Walk	SH2001	LPMO - Change Request
2000006231	SAP-2010	TIP-01	LPMO - Change Request
2000006232	Sidewalk	TIP-01	LPMO - Change Request

A red arrow points to the "Change Request Form" column header in the table. The browser's status bar at the bottom right shows "110%".

Open "LPMO – Change Request" form

The screenshot shows a web browser window titled 'New Change Request Form - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation'. The page header includes the NCDOT logo and 'LOCAL PROJECTS' branding. A navigation sidebar on the left contains links for Home, Help - LPMO, FAQ's, and Recent Items. The main content area displays a form titled 'NORTH CAROLINA DEPARTMENT OF TRANSPORTATION Local Program Management Office AGREEMENT CHANGE REQUEST'. The form fields are pre-populated with the following data:

PROGRAM ID	LPMO_PY2014
DESCRIPTION	LPMO Program
AGREEMENT	200006230 - Side Walk
SUB-RECIPIENT	CITY OF GREENSBORO
SUBMITTED BY	Craig McKinney
TIP	SH#2001
DIVISION	07
FA PROJECT	
TOTAL AVAILABLE FUNDING	\$20,000.00
REASON/PURPOSE	Choose One
REASON FOR CHANGE:	

Form is pre-populated based on your log-in and project information.

ZCRM_CHNG_REQ_FORM.pdf - Adobe Reader

File Edit View Window Help

1 / 1 130% Fill & Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

DIVISION 07

FA PROJECT

TOTAL AVAILABLE FUNDING \$20,000.00

REASON/PURPOSE Request for Fund Authorization/Transfer

Choose One
Request for Fund Authorization/Transfer
Request for Supplement Agreement

REASON FOR CHANGE: *

CODE	WBS	EXPENSE DESCRIPTION	START DATE (MMDDYYYY)	APPROVED BUDGET	AUTHORIZED TO DATE	TOTAL AMOUNT REQUESTED	NON FEDERAL MATCH AMOUNT	FEDERAL AMOUNT	PROPOSED AMOUNT
L001	12.3018287	PE – Preliminary Engineering	02/02/2015	\$8,000	\$3,800				\$8,000
TOTAL EXPENSES				\$8,000	\$3,800				\$8,000

SUB-RECIPIENT AUTHORIZING SIGNATURE

I have read and accepted the terms and conditions for funding and all the information and attachments supplied in this application are true to the best of my knowledge.

Name:

Date: 02/09/2015

- Select the Reason for the Change Request – there are only two options.
- Detail the reason for the Change.
- If for additional funding, fill out funding table.
- Check, Save, or Submit Form.
- Window will open to allow you to attach other documentation.



Training Agenda

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- Change Request Process
- **Claim Process**



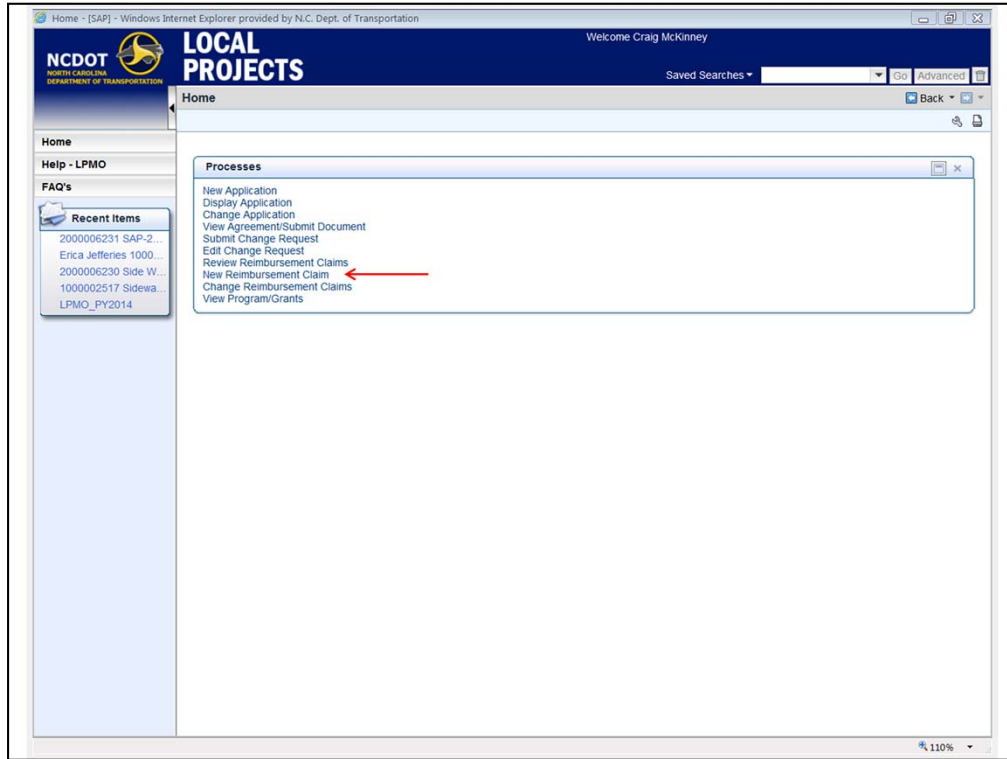
Claim (Reimbursement) Process



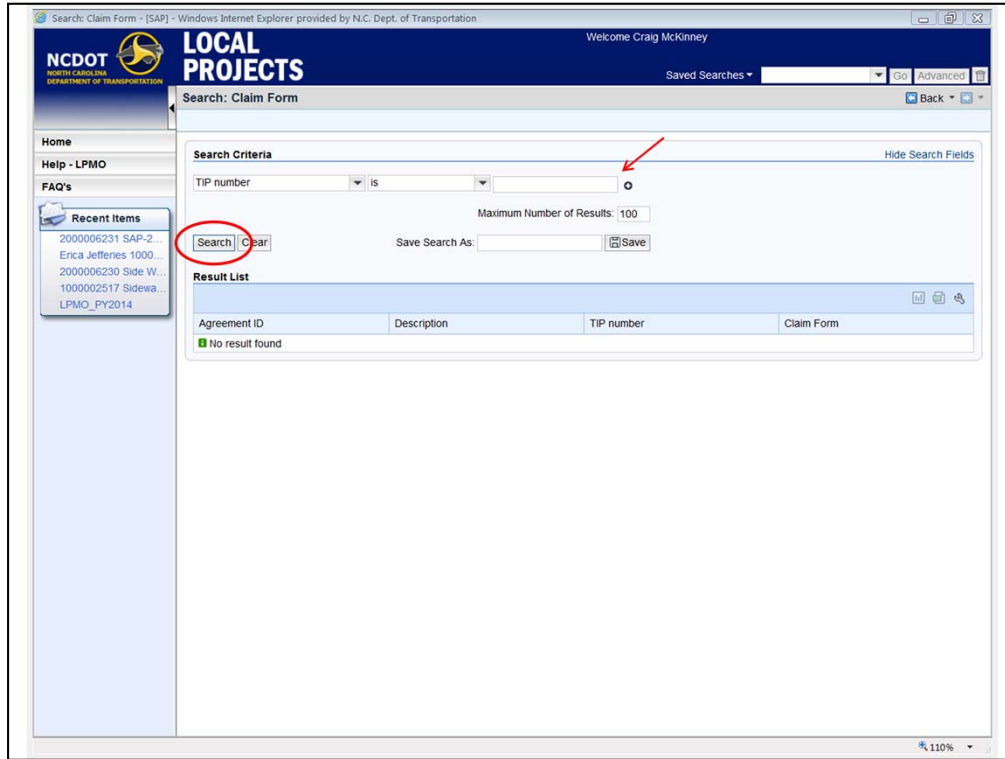
Submit Reimbursement Request (Claim)

- ✓ **Claims (Reimbursement Requests) Will be Submitted Through the Local Project Management System**
 - Select New Reimbursement Claim
 - Search and Select Your Project
 - Open the “Reimbursement Claim Form”
- ✓ **The LGA Cannot Request More Reimbursement Than Has Been Authorized and is Available on Each WBS Element**
- ✓ **If Funding Needs to Be Moved, Then You Must Submit a Change Request**

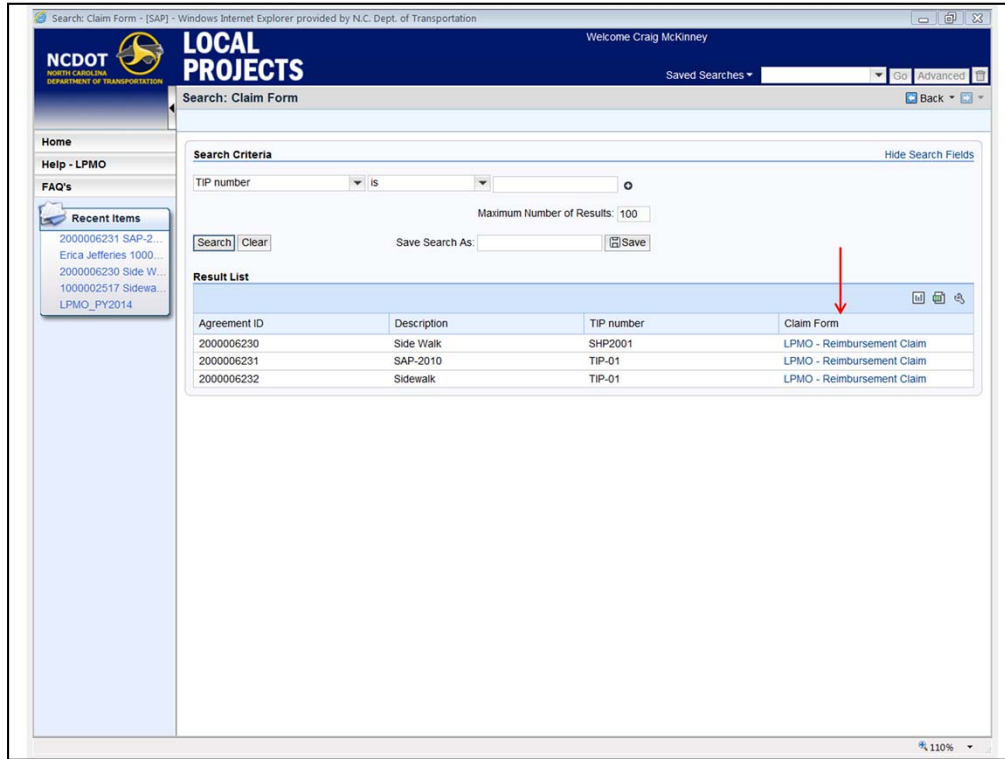




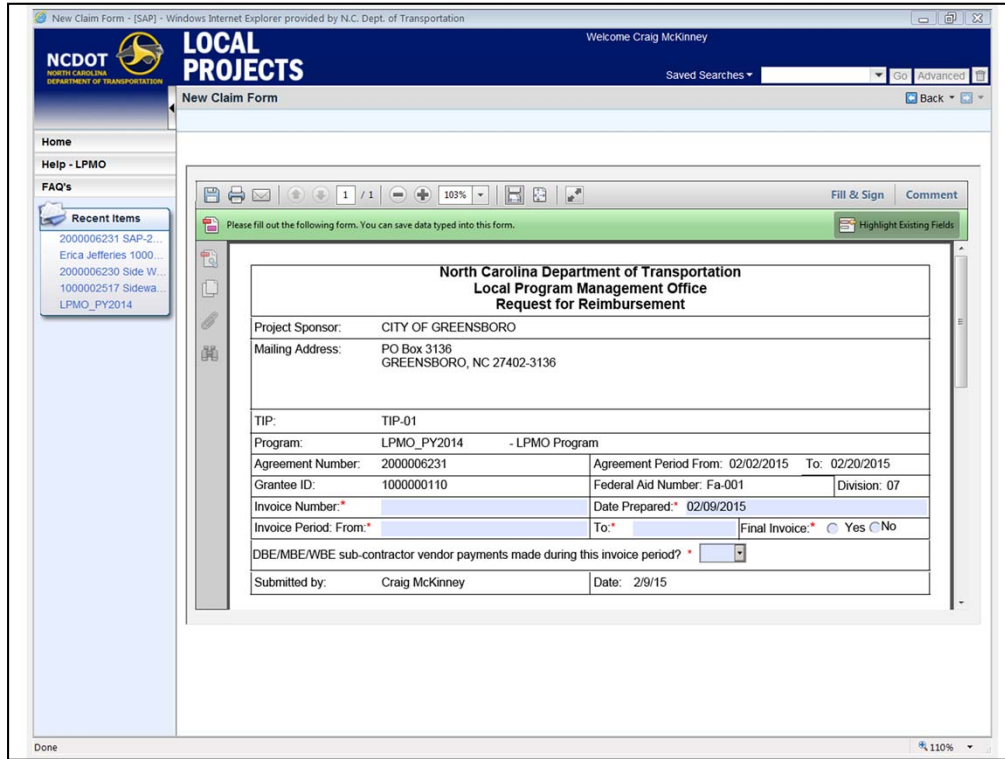
Select "New Reimbursement Claim" from Home Screen



Search by TIP Number and click “search.”



List of projects with availability to submit claim will appear. Open "LPMO – Reimbursement Claim" Form.



A pdf will open – information will be pre-populated to show the project.

ZCRM_LPMO_GCL_FORM.pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Fill & Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

EXPENSES:

Code	WBS	Description	Start Date	Approved Budget	Reimbursements To Date	Total Expenses This Period	Ineligible Expenses This Period	Eligible Expenses This Period	Reimbursable This Period	Remaining Budget
L001	12.3016287	PE - Preliminary Engineering	02/02/2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL:				\$0	\$0	\$0	\$0	\$0	\$0	\$0

COMMENTS:

AUTHORIZING SUB-RECIPIENT SIGNATURE

The information supplied in this claim is true to the best of my knowledge, and conforms with the terms and conditions of this agreement.

Name:

Date: (mm/dd/yyyy)*

Submit total expenses, list ineligible expenses (ex: sales tax), then calculate reimbursable amount based on the percentage approved in the agreement.



Training Agenda


- User Registration
- System Logon
- General Navigation
- Application Submission
- Application Review
- Application Approval
- Application Submission Process
- Application Request Process
- Application Claim Process



COMPLETE!




All agenda items are complete.



QUESTIONS?

Please Submit to LPMO@ncdot.gov



Thanks for reviewing and let us know if you have any suggestions for improvement.