

## NEW AGREEMENT REQUEST

### WHEN TO USE:

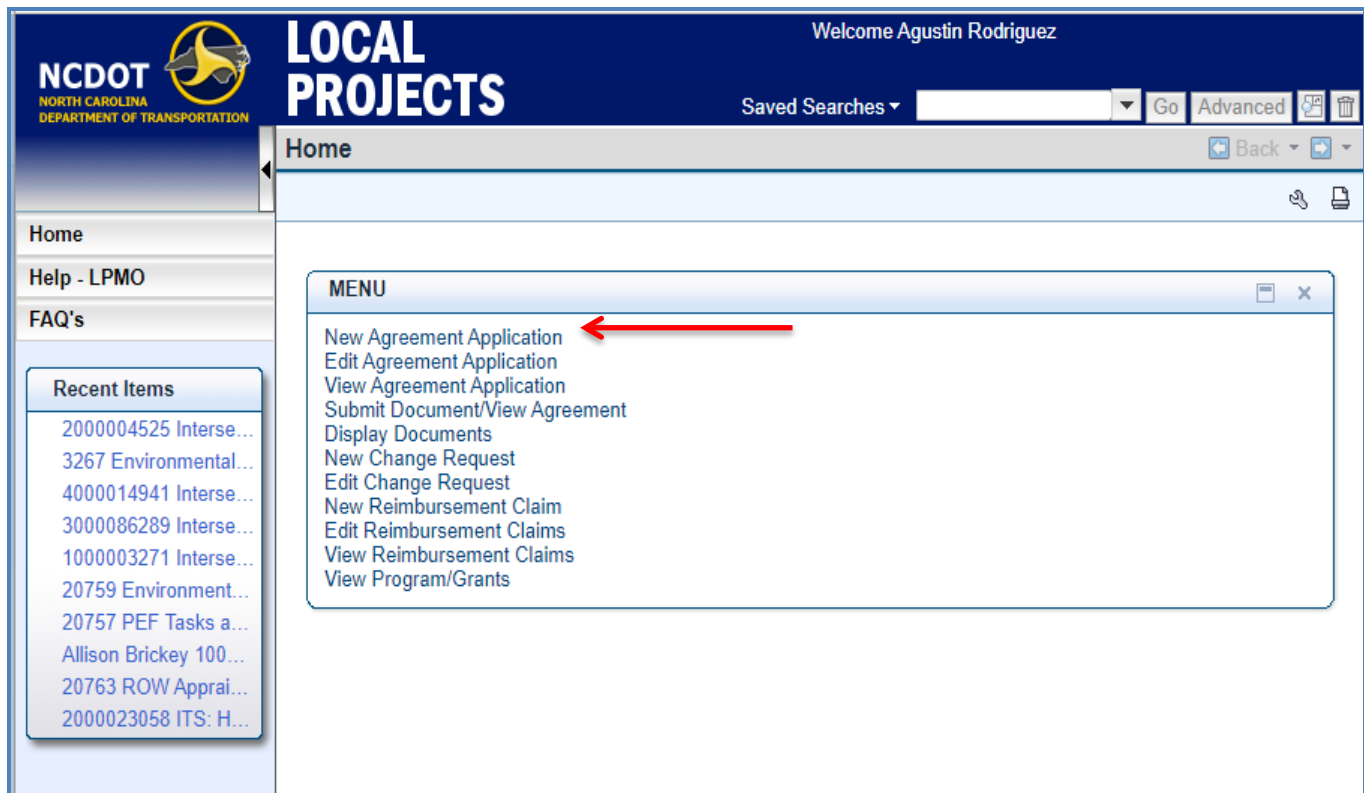
Use when requesting an Agreement for a new project. Please note:

- If you need a supplemental agreement on an existing project, see **CHANGE REQUEST – Supplemental Agreements**
- Project is not in EBS until you request an Agreement

### STEPS FOR SUBMITTING A NEW APPLICATION FOR AGREEMENT:

1. From the Home Screen, click on NEW AGREEMENT APPLICATION
2. Select Search on the left – do not input any search criteria.
3. Click on LPMO – Application BSP. Application form will open.
4. Complete all blue fields.
5. When form is completed, select “Submit” at the bottom.
  - a. A workflow task is initiated with this step and goes to the NCDOT Project Manager for review.
  - b. Attach the award information or supporting documents when prompted after submitting.
6. If more information is needed, “Save” and come back later.
  - a. If “Save” is selected, use “Edit Agreement Application” from Home Screen, to open again.
  - b. Select Print to save to a browser or print a hard copy.

#### 1. Select New Agreement Application from Home page:



### 2. Select Search without typing any search criteria:

Search: Application Form - [SAP] - Work - Microsoft Edge  
https://qcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg=)/default.htm

Welcome Agustin Rodriguez

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches [dropdown] Go Advanced [icons]

Search: Application Form [Back] [refresh]

Home  
Help - LPMO  
FAQ's

Recent Items  
2000004525 Interse...  
3267 Environmental...  
4000014941 Interse...  
3000086289 Interse...  
1000003271 Interse...  
20759 Environment...  
20757 PEF Tasks a...  
Allison Brickey 100...  
20763 ROW Apprai...  
2000023058 ITS: H...

Search Criteria [Hide Search Fields]

Program ID [dropdown] is [dropdown] [input] [copy] [refresh]

Maximum Number of Results: 100

Search Clear Save Search As: [input] [checkbox] Include View [Save]

Result List [Filter: [input] [icons]]

| Application Form | Program ID |
|------------------|------------|
| No result found  |            |

### 3. From the Results List Select LPMO – Application BSP

Search: Application Form - [SAP] - Work - Microsoft Edge  
https://qcr.ebs.nc.gov/grants(bD11biZjPTYwMCZkPW1pbg=)/default.htm

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Saved Searches [dropdown] Go Advanced [icons]

Search: Application Form [Back] [refresh]

Home  
Help - LPMO  
FAQ's

Recent Items  
2000004525 Interse...  
3267 Environmental...  
4000014941 Interse...  
3000086289 Interse...  
1000003271 Interse...  
20759 Environment...  
20757 PEF Tasks a...  
Allison Brickey 100...  
20763 ROW Apprai...  
2000023058 ITS: H...

Search Criteria [Hide Search Fields]

Program ID [dropdown] is [dropdown] [input] [copy] [refresh]

Program Type [dropdown] is [dropdown] LPMO Standard Pr... [copy] [refresh]

Maximum Number of Results: 9,...

Search Clear Save Search As: [input] [checkbox] Include View [Save]

Result List [Filter: [input] [icons]]

| Application Form       | Program ID            |
|------------------------|-----------------------|
| LPMO - Application BSP | LOCAL PROJECTS - LPMO |

### 4. Complete fields in blue

**LOCAL PROJECTS**  
NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

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New Application Form

NCDOT Local Programs Management Office (LPMO)

Application Form

DEMOGRAPHIC INFO

Name of Entity: CITY OF CHARLOTTE

MPO/RPO\*: Please Select

Type\*: Please Select

CONTACT INFO - Agreements

Name: Agustin Rodriguez

Title:

Address:

Phone #1: 9802147852 Phone #2:

Email: agustin.rodriguez@ci.charlotte.nc.us

CONTACT INFO - Project Delivery

Name:

Title:

Select Funding Source, Funding Award, and Non-Federal Match.

**LOCAL PROJECTS**  
NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

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New Application Form

| FUNDING SOURCE                  | FEDERAL        |       | NON-FEDERAL MATCH |         |              |         |
|---------------------------------|----------------|-------|-------------------|---------|--------------|---------|
|                                 | Federal Amount | Fed % | State Amount      | State % | Local Amount | Local % |
| Select One                      |                | %     |                   | %       |              | %       |
| Select One                      |                | %     |                   | %       |              | %       |
| Select One                      |                | %     |                   | %       |              | %       |
| Totals                          |                |       |                   |         |              |         |
| TOTAL PROJECT FUNDING           | \$0            |       |                   |         |              |         |
| TOTAL ESTIMATED COST*           |                |       |                   |         |              |         |
| DIFFERENCE B/W FUNDING AND COST | \$0            |       |                   |         |              |         |
| TOTAL LGA LIABILITY             | \$0            |       |                   |         |              |         |

| Delivery Dates                        | LGA Proposed | Division Approved |
|---------------------------------------|--------------|-------------------|
| Start of ROW Acquisition (MM/DD/YYYY) |              |                   |
| Let Date (MM/DD/YYYY)                 |              |                   |
| Completion Date (MM/DD/YYYY)          |              |                   |

Comments

Enter Eligible Phases of Work and Year Programmed

**ELIGIBLE PHASES**

PE Year Programmed

Pre-construction Activities

Implementation of a Program

Non-construction Purchases

ROW Year Programmed

Acquisition of ROW

Utility Relocation

CON Year Programmed

Construction, CEI, Contract Admin

Fill in LGA Proposed Delivery Dates. Dates should not all be in same year.

Enter any Comments and check box for Agency Authorization before submitting.

Comments

Application #2, changed some information regarding responsible parties for deliverables. Thanks.

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

5. When form is completed, select “Submit” at the bottom of the page.
  - a. A workflow task is initiated with this step and goes directly to the NCDOT Project Manager for review.
  - b. Have award letter ready to attach once prompted when application is submitted.

The screenshot shows the 'New Application Form' page. At the top, there is a navigation bar with the NCDOT logo and 'LOCAL PROJECTS' header. Below the header, there is a summary table:

|                                 |     |
|---------------------------------|-----|
| TOTAL PROJECT FUNDING           | \$0 |
| TOTAL ESTIMATED COST*           |     |
| DIFFERENCE B/W FUNDING AND COST | \$0 |
| TOTAL LGA LIABILITY             | \$0 |

Below the table, there are sections for 'Delivery Dates', 'LGA Proposed', and 'Division Approved'. The 'Delivery Dates' section includes fields for 'Start of ROW Acquisition (MM/DD/YYYY)', 'Let Date (MM/DD/YYYY)', and 'Completion Date (MM/DD/YYYY)'. At the bottom of the form, there is a 'Comments' section and an 'AGENCY AUTHORIZING' checkbox. The 'Submit' button is highlighted with a red circle and an arrow pointing to it from the word 'SUBMIT' written in red text.

6. If more information is needed, “Save” and come back later.
  - a. If “Save” is selected, use “Edit Agreement Application” from the Home Screen, to open again.
  - b. Select Print to save to a browser or print a hard copy.

The screenshot shows the 'New Application Form' page with a 'MENU' overlay on the right side. The 'MENU' overlay lists the following options:

- New Agreement Application
- Edit Agreement Application ← (Red arrow pointing to this option)
- View Agreement Application
- Submit Document/View Agreement
- Display Documents
- New Change Request
- Edit Change Request
- New Reimbursement Claim
- Edit Reimbursement Claims
- View Reimbursement Claims
- View Program/Grants