



NORTH CAROLINA

Department of Transportation



Federal-Aid Project Delivery: General Overview for Locally Administered Projects

March 2022

Locally Administered Projects Overview

What you will learn from this Presentation:

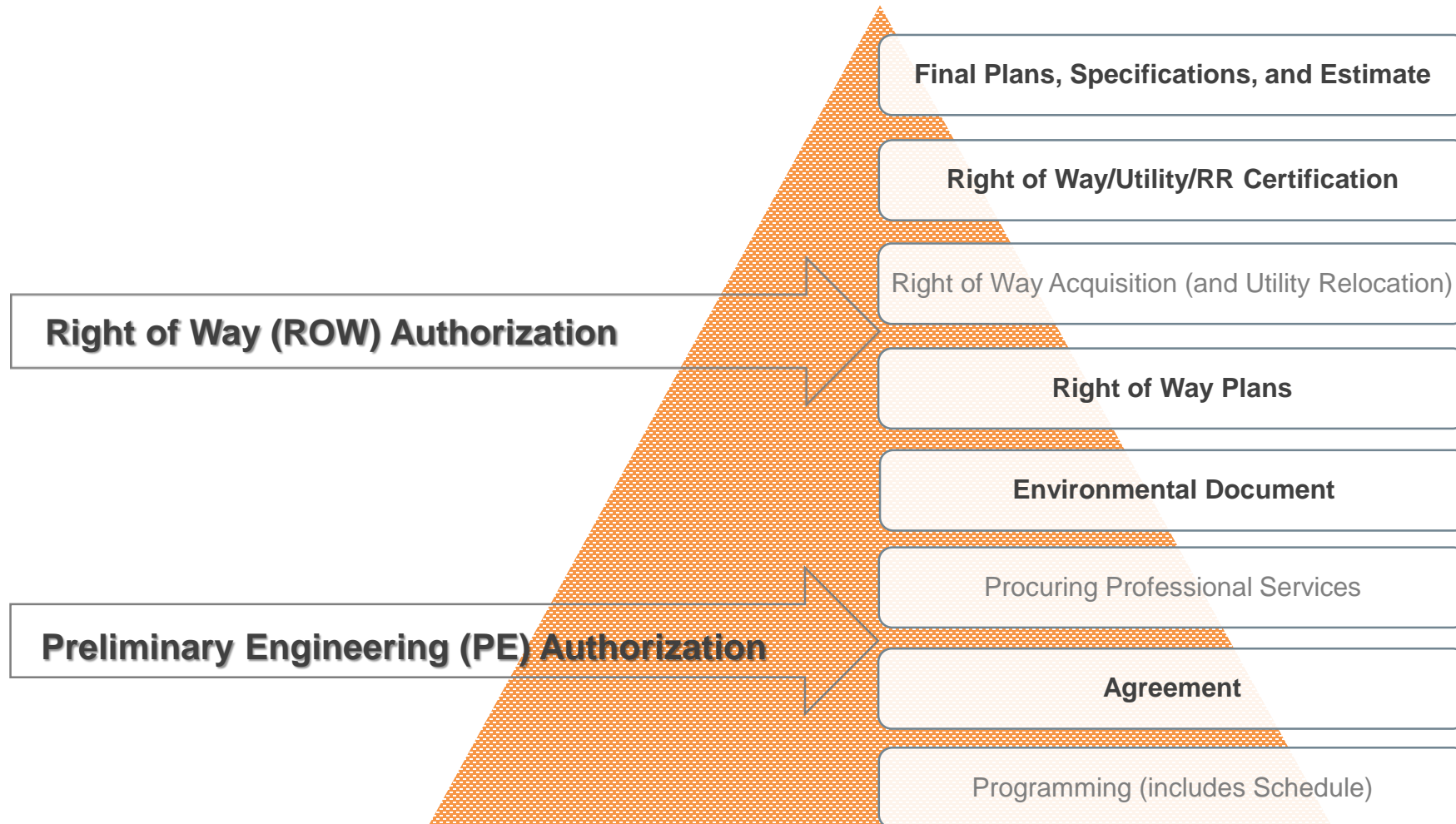
- Major Steps of administering a federal-aid project by a local government agency
- Resources available for local government agencies
- EBS Portal – managing your project online

Basic Requirements for Federal-aid Projects

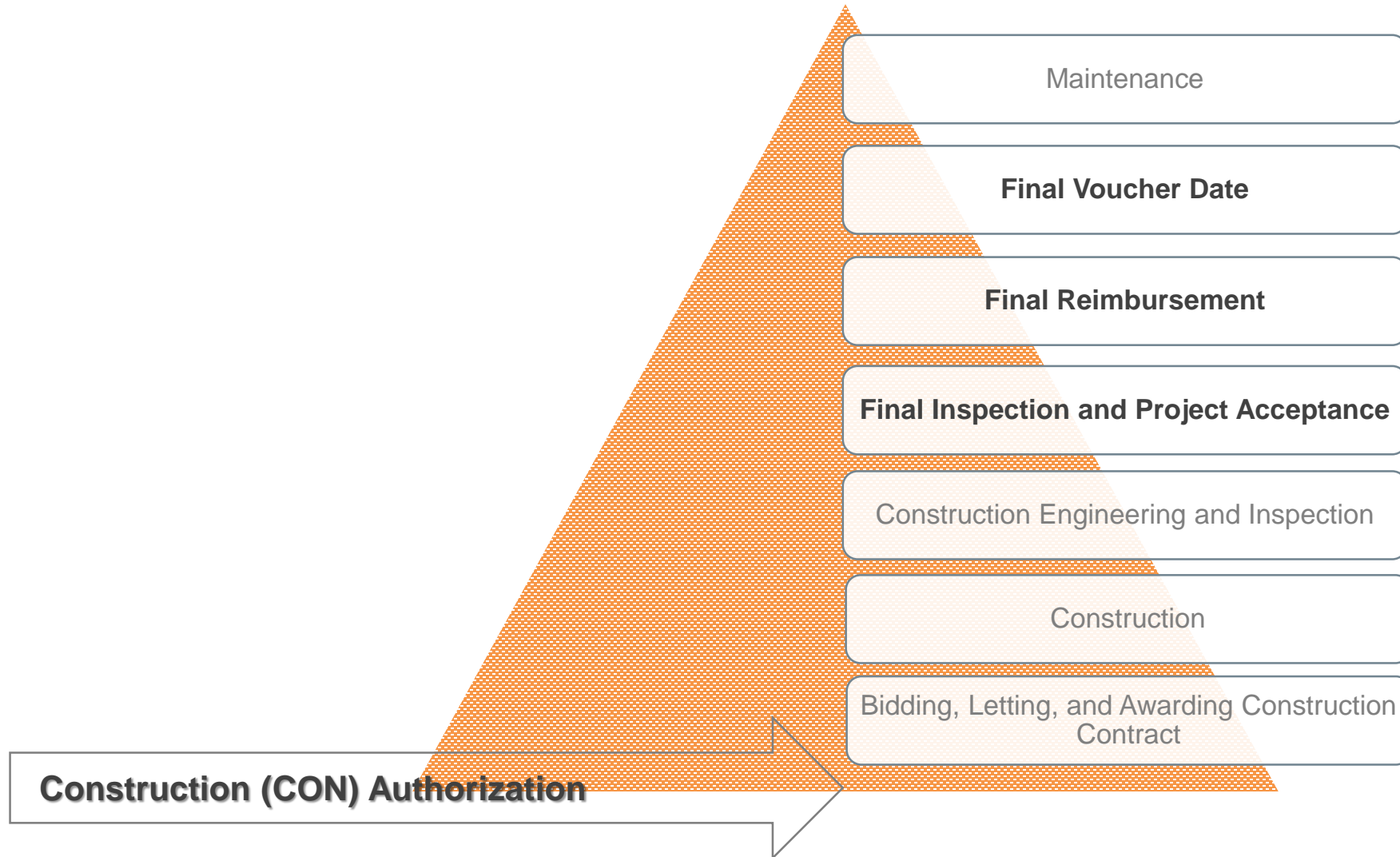
- Federal-aid funding is cost-reimbursement
- Funding Authorization is required prior to each phase of work
- Local Government Agency (LGA) has the responsibility to deliver the project
- NCDOT has the responsibility to provide oversight to LGAs and ensure appropriate use of funds

PROJECT DELIVERY – MAJOR STEPS

Pre-Construction “Mountain”



Construction “Mountain”



Program in the STIP/MTIP

- Occurs once funding is awarded by MPO, or selected through prioritization
- Agreement cannot be requested prior to programming
- Will include proposed schedule of authorization of funds by Federal fiscal year
- FHWA must review to ensure consistency between STIP and MTIP

Any changes to schedule or funding results in STIP Amendment

Agreement

- Requested by the LGA through the EBS Portal
- Executed between NCDOT and the Local Governmental Agency
- Includes provisions that LGA must comply with in order to receive reimbursement
- Includes funding, time frames, scope of work, and responsibilities

Funding Authorizations cannot occur until a fully executed agreement is in place.

Agreement

Federal Funding Accountability and Transparency Act (FFATA)

- FFATA Subrecipient Form – is required to be completed once each state fiscal year or each time contact or officer information changes, until the project is completed
- The NCDOT requires that Subrecipient data be provided by each Local Agency Subrecipient working on federally funded projects of \$30,000 or greater.
- It is only required for Subrecipients that use Federal funds for locally administered Transportation and Infrastructure projects.
- Requires the LGA to have a Unique Entity Identifier (U-E-I; formerly a DUNS number)
- The form can be found in the Forms & Templates column at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>
- Form needs to be submitted to the NCDOT Fiscal Management Division(ffata@ncdot.gov).

Funding Authorizations

For every phase that is eligible for reimbursement, the LGA must request funding authorization through the EBS by submitting a Change Request.

- PE: Preliminary Engineering – pays for professional engineering services, and other pre-construction activities
- ROW: Right of Way and Utility Relocation – pays for costs of acquiring ROW, relocating utilities, appraisals and other ROW associated costs
- CON: Construction – pays for the construction contract, construction engineering and inspection (CEI), and contract administration.

Funding Authorizations

- Note deliverables (from the steps) that are needed prior to requesting funding authorization
- Funding authorization starts the clock with FHWA
- Funding authorization still requires reviews of proposed costs with NCDOT prior to LGA incurring costs
- NCDOT will use your funding

Professional Services

- LGA is responsible for soliciting and selecting consultants in accordance with federal regulations, state statutes, and NCDOT policy
- NCDOT provides a standard template that can be adapted for either Design or CEI work as needed
- LGA must follow a qualifications-based selection process; NCDOT will review and concur with the selection of a consultant and the negotiated amount of the contract

Environmental Documentation

- Must be in conformance with NEPA – National Environmental Policy Act
- Must also comply with other Federal environmental laws
- Most projects qualify as a Categorical Exclusion (CE) Document

To authorize either ROW funds or Construction funds, we must have a completed environmental document not more than one year old.

Design

- Follow NCDOT Design Standards for Roadways and Structures
- Use NCDOT details, for example wheelchair ramps, curb and gutter, etc.
- Work with Division on when plans should be submitted for review; complex projects may need an earlier review than simpler projects
- Review may occur solely at the Division or certain reviews may occur in Raleigh

Right of Way

- Any kind of ROW, whether it's acquisition in fee simple, or you're entering into an easement (temporary or permanent), or an encroachment, must be properly documented and then certified
- All acquisition must be in conformance with the "Uniform Act," whether ROW Acquisition is being reimbursed with Federal funds or not
- Appraisals must be reviewed by NCDOT, even if ROW is not an eligible expense; NCDOT will provide a concurrence in "just compensation"

If ROW is an eligible phase, ROW Funding must be authorized prior to acquiring ROW

Utility Relocation

- All utilities should be cleared from the Project Area, prior to moving into construction, unless utility relocation is a part of the construction contract.
- Costs for third-party utility providers to relocate utilities must be reviewed by NCDOT before LGA enters into contract.
- Be aware of the length of time for utility relocation and potential costs.

Right of Way / Utility / RR Certification

- Certification ensures that LGA has control of all ROW needed for project and the ROW is clear from all obstructions
- Either the LGA owns outright or has a lease, easement, or other legal document to control ROW
- Certification should also address any utility or railroad conflicts:
 - Utilities should be relocated out of the project area; or,
 - Utility relocation should be included in the construction contract; and,
 - Any RR conflicts must be documented with agreements/approval from RR to encroach on their property

Contract Proposal and Estimate

- Contract Proposal is prepared in accordance with the 2018 *North Carolina Standard Specifications for Roads and Structures*
- Proposal will include federal provisions that will be part of the contract
- The engineer's estimate is a line-item estimate that references the Spec Book or special provisions
- The engineer's estimate is also used to set a goal for Disadvantaged Business Enterprise firms

Construction Procurement

- Advertising and Letting a Construction Contract can only occur after Construction funds are authorized
- NCDOT must review and concur in the LGA's proposal to award a construction contract
- We have template letters and forms to use when requesting concurrence

Construction

- Contract Administration and Construction Engineering & Inspection (CEI) is accomplished by the LGA in accordance with the NCDOT Construction Manual
- LGA should hire a professional engineering firm to provide these services – follow Professional Services guidance
- NCDOT will provide oversight through the Division Office or the Resident Engineer's Office
- NCDOT must concur with the LGA's acceptance of the project before final reimbursement can be made

Reimbursement

- Can occur throughout the project as costs are incurred
- LGA pays full invoice; NCDOT reimburses 80% of eligible costs up to amount in agreement
- Final Reimbursement will not occur until project is complete, accepted by NCDOT, and all reporting and other requirements have been accomplished

Close-Out and Final Voucher Date

- Department will process several items related to closing out the LGA project:
 - Ensuring that LGA has all appropriate records
 - Calculating any costs that the LGA owes the Department
 - Certifying materials permanently incorporated in the Project
- Once these items are accomplished, NCDOT will request FHWA close the project and issue a Final Voucher Date
- Final Voucher date will start retention of records period

RESOURCES

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

The screenshot displays the 'Connect NCDOT BUSINESS PARTNER RESOURCES' website. The top navigation bar includes links for Home, Help, and Site Map. Below this is a main menu with categories: Doing Business, Bidding & Letting, Projects, Resources, and Local Governments (which is highlighted). A search bar is located to the right of the main menu. Under the Local Governments category, there is a sub-menu with items: Bridge Reuse, Interagency Leadership, Local Projects (highlighted), Planning, School Transportation, State Airport Aid, State Street-Aid (Powell Bill), and Utilities.

Local Projects Administration

Guidance to help municipalities implement and deliver locally-administered transportation projects.



Home > Connect NCDOT > Local Governments > Local Projects

Introduction

The Local Programs Management Office (LPMO) provides guidance and oversight to Local Government Agencies (LGA) that receive federal or state funds to implement a project, program, or study. LPMO establishes standard operating procedures for those projects that are administered by an LGA.

WHAT IS A LOCALLY-ADMINISTERED PROJECT?

FORMS & TEMPLATES

- [Letter from LGA Requesting Concurrence with PEF Selection](#) 
- [Letter from LGA Requesting NCDOT Concurrence with Construction Contractor](#) 

RESOURCES

Connect NCDOT
BUSINESS PARTNER RESOURCES

Home Help Site Map

Doing Business Bidding & Letting Projects Resources **Local Governments** Search...

Bridge Reuse Interagency Leadership **Local Projects** Planning School Transportation State Airport Aid State Street-Aid (Powell Bill) Utilities

Local Projects Administration

Guidance to help municipalities implement and deliver locally-administered transportation projects.

Home Connect NCDOT Local Governments Local Projects

ENTERPRISE BUSINESS PORTAL (EBS)

The New Local Project Management Tool is now LIVE! Please use the Security Form (look to the right under "Forms and Templates") to request a user id and password.

ACCESS to the Project Management Tool: [Enterprise Business Services](#)


HELPFUL HINTS to navigating the EBS Portal: [LGA Helpful Hints for EBS_Jan 2019](#)


WEBINAR: February 2015 Notes


[Local Projects Management Tool - Training Webinar PPT Notes.pdf](#)


IMPORTANT! This tool will only be used to manage projects that do not currently have an

FORMS & TEMPLATES

[Letter from LGA Requesting Concurrence with PEF Selection](#) 

[Letter from LGA Requesting NCDOT Concurrence with Construction Contractor](#) 

[Project Information Data Sheet](#) 

[Contract Provisions for Non-Federal Entities.pdf](#) 

RESOURCES

Local Programs Management (LPM) Handbook and Updates
 Understand the Requirements of NCDOT and the Federal Highway Administration for federally-funded Projects

Connect NCDOT > Local Governments > Local Projects > Local Programs Management (LPM) Handbook and Updates

Local Programs Management Handbook - 2009
 (Does not include updates)
[Read More](#) →

Updates to the 2009 Handbook

- **Instructions**
- **Webinar**
- * **Updates (in red)**
 - Introduction (Including Contacts)
 - State Transportation Improvement Program
 - **Funding, Eligible Costs, and Match Requirements**
 - **Schedule**
 - Project Agreement
 - Project Information Data Sheet (see Forms & Templates)
- **Funding Authorization Overview**
- **Preliminary Engineering Authorization**
- **Professional Services**
 - **Project Specific Solicitation vs On-Call Contract (Overview)**
 - **GUIDELINES for COMPLETING RFLOI.pdf**
 - Template Request for Letters of Interest (see Forms & Templates)
 - Letter from LGA Requesting Review of Proposal (see Forms & Templates)
- **Environmental Documentation**
- **Project Types**
- **Design**
- Right of Way Utility Authorization
- **RIGHT OF WAY - ACQUISITION and CERTIFICATION**
- Utility Relocation
- **Contract Proposal**
- **Engineer's Estimate**
- Construction Authorization
- **Construction Procurement**
 - Minority Business Participation
 - Force Account
 - Letter from LGA Requesting NCDOT Concurrence (see Forms & Templates)
- **PROFESSIONAL SERVICES - CONSTRUCTION ENGINEERING and INSPECTION.pdf**
- **CONSTRUCTION CONTRACT ADMINISTRATION.pdf**
- **Reimbursement**
 - Letter from LGA Requesting Reimbursement (see Forms & Templates)
- **Closeout**
 - **Closeout Guide.pdf**
 - Letter from LGA Requesting Concurrence with Construction (see Forms & Templates)
 - **Project Closeout Checklist.xlsx**
- Maintenance
- Records Retention

FORMS & TEMPLATES

- Letter from LGA Requesting Concurrence with PEF Selection
- Letter from LGA Requesting NCDOT Concurrence with Construction Contractor
- Project Information Data Sheet
- Contract Provisions for Non-Federal Entities.pdf
- DBE-IS Subcontractor Payment Report
- RFLOI Form for LGAs
- LPMO Security Form
- Utility Certification Form for LGAs
- Letter from LGA Requesting Reimbursement
- Letter from LGA accepting Project from Contractor
- Letter from LGA Requesting Concurrence - Construction Complete
- FFATA Subrecipient Form

PROGRAM LINKS

- Municipal Bridge
- Congestion Mitigation & Air Quality (CMAQ)
- Bicycle & Pedestrian
- Safe Routes to School
- Federal-aid Essentials for Locally Administered Projects

Employee Directory
 Staff contacts for Programs Management Office.

Connect NCDOT
 BUSINESS PARTNER RESOURCES

Home Help Site Map

Doing Business Bidding & Letting Projects Resources **Local Governments** Search...

Bridge Reuse Interagency Leadership **Local Projects** Planning School Transportation State Airport Aid State Street-Aid (Powell Bill) Utilities

Local Projects Administration
 Guidance to help municipalities implement and deliver locally-administered transportation projects.

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Updates to the 2009 Handbook

- **Instructions**
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FORMS & TEMPLATES

- Letter from LGA Requesting Concurrence with PEF Selection
- Letter from LGA Requesting NCDOT Concurrence with Construction Contractor
- Project Information Data Sheet
- Contract Provisions for Non-Federal Entities.pdf

Local Project Management Tool

The Project Management Tool on the EBS Portal will be used to:

- Request New Agreements and Supplemental Agreements
- Submit Documents for review by the Department
- Request Funding Authorizations for each phase of work
- Submit Reimbursement Requests for work performed

LPMO Security Form

- Must have a user id and password to access the EBS portal and Local Projects.
- Form is on the Connect website.
- If you already have access to EBS portal, then indicate that in Section 2 of the form.

Local Programs Management System Access Authorization Form

The new Local Programs Management System requires a User ID and Password for access in the system. Complete Sections 1 -3 for a User ID and password, if you are going to perform work within the System (i.e. submit a PID application, submit a Reimbursement claim, request changes to an agreement, or view documentation). Scan, attach and email the form to the LPMO Security Coordinator at LPMO@ncdot.gov.

Section 1 – User ID Information

First: Last:
Agency Name: (LGA/MPO/RPO):
Agency Address:
Title: Email:
Telephone: () Fax: ()
Remittance Address:

Note: Remittance address is the official location for payment. Invoices and backup documentation will need to match the remittance address. Error in identifying the correct location will result in delayed payments.

Section 2 – Username or Secure 8-Digit Number

Username: . If you are a Current User of the NCDOT GRANTS System (Powell Bill, GHSP, PTD, etc.) enter your username. There is no need to create a Secure 8-digit number below.

Secure 8-digit number: . If you are a New User, you must create an 8-digit #. We recommend using the last 4 digits of your SSN & birthday (MMDD). If you forget your password, you will need this 8-digit # to retrieve your information. Once cleared, you will receive an email with your personal User ID and a temporary password. You must create a new password prior to logging into the Grants System for the first time.

Section 3 – Access Request Information

- Submit PID Application (allows you to request an agreement)
- View Agreement & Submit Documentation (ex: Plans & Specifications, Cost Proposals)
- Create/Submit Reimbursement Request/Claims (this may be a finance officer role only)
- Create/Submit Change Request (Amendment/Revision) (used to request funding authorizations or a supplemental agreement)
- Display/View Application, Agreement, Documents, Reimbursement Claims & Change Requests (for staff who do not need to submit documents and only want to review information available. This role will not allow any workflow activities)

Local Project Management Tool



Enterprise Business Services

User *

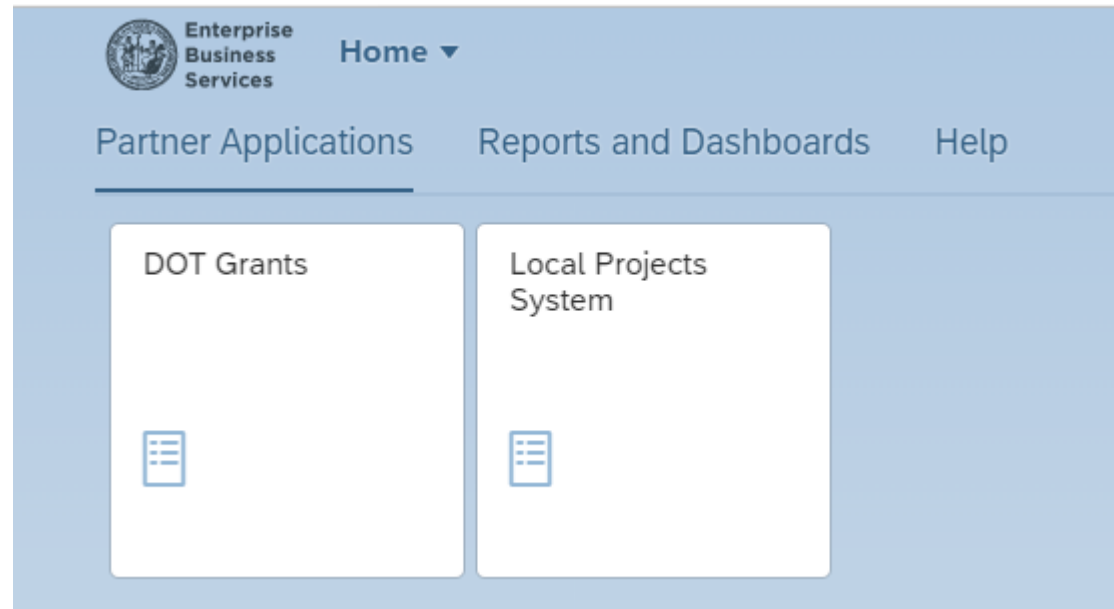
Password *

Passwords are case sensitive

Log On

[Login Help](#) * [Browser Support](#)

Local Project Management Tool



Application Process – Agreement Request

The screenshot shows the NCDOT LOCAL PROJECTS web application interface. The top navigation bar includes the NCDOT logo, the text 'LOCAL PROJECTS', and a user greeting 'Welcome Agustin Rodriguez'. Below the navigation bar, there is a search area with a 'Saved Searches' dropdown, a 'Go' button, and an 'Advanced' search option. The main content area features a 'MENU' with the following items:

- New Agreement Application
- Edit Agreement Application
- 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

A red arrow points to the 'New Agreement Application' option in the menu. The left sidebar contains a 'Recent Items' list with the following entries:

- 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...

Application Process – Agreement Request

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

Welcome Agustin Rodriguez

NCDOT LOCAL PROJECTS
 NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Search: Application Form

Home
 Help - LPMO
 FAQ's

Recent Items

- 200004525 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

Program ID is

Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

Result List

Application Form	Program ID
No result found	

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

Welcome Agustin Rodriguez

NCDOT LOCAL PROJECTS
 NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Search: Application Form

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- Allison Brickey 100...
- 20763 ROW Apprai...
- 2000023058 ITS: H...

Search Criteria

Program ID is

Program Type is LPMO Standard Pr...

Maximum Number of Results: 9...

Search Clear Save Search As: Include View Save

Result List

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

Application Process – Agreement Request

New Application Form - [SAP] - Work - Microsoft Edge
 https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

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 NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

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 2000023058 ITS: H...

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 Same as Agreements

Name

Title

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

New Application Form - [SAP] - Work - Microsoft Edge
 https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

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NCDOT LOCAL PROJECTS
 NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

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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

Actions for Application

Your Application will be Returned, Rejected or Approved:

Returned: If the application needs to be corrected, or needs additional information

Rejected: If the Project is not programmed in the STIP, you can't start agreement process.

Approved: An Agreement is started by the LPMO

View Agreement / Submit Documents

The screenshot shows the NCDOT LOCAL PROJECTS web application. The header includes the NCDOT logo and the text 'LOCAL PROJECTS' and 'Welcome Agustin Rodriguez'. Below the header, there is a search bar with 'Saved Searches' and a 'Go' button. The main content area features a 'MENU' with the following items:

- New Agreement Application
- Edit Agreement Application
- View Agreement Application
- Submit Document/View Agreement ←
- Display Documents
- New Change Request
- Edit Change Request
- New Reimbursement Claim
- Edit Reimbursement Claims
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The left sidebar contains a 'Recent Items' list with the following entries:

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- 2000023058 ITS: H...

View Agreement / Submit Documents

The screenshot shows a web browser window with the URL [https://qcr.ebs.nc.gov/grants\(bD1IbiZjPTYwMCZkPW1pbg==\)/default.htm](https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg==)/default.htm). The page title is "Search: Grantor Agreements". The user is logged in as "Agustin Rodriguez".

The interface includes a sidebar with navigation links: Home, Help - LPMO, and FAQ's. A "Recent Items" list is also visible, containing entries like "2000004525 Interse...", "3267 Environmental...", "4000014941 Interse...", "3000086289 Interse...", "1000003271 Interse...", "20759 Environment...", "20757 PEF Tasks a...", "Allison Brickey 100...", "20763 ROW Apprai...", and "2000023058 ITS: H...".

The main content area is titled "Search: Grantor Agreements" and contains a search form. The search criteria are: "TIP number" (dropdown), "is" (operator dropdown), and an empty text input field. A red arrow points to the empty input field. Below the search criteria, there is a "Search" button (circled in red), a "Clear" button, a "Save Search As:" field, an "Include View" checkbox, and a "Save" button. The "Maximum Number of Results" is set to 100.

The "Result List" section shows a table with columns: Agreement ID, Description, Grantee Name, TIP number, Program ID, and Status. A red arrow points to the "No result found" message in the table.

Agreement ID	Description	Grantee Name	TIP number	Program ID	Status
No result found					

View Agreement / Submit Documents

Search: Grantor Agreements - [SAP] - Work - Microsoft Edge

https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg==)/default.htm

Welcome Agustin Rodriguez

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches Go Advanced

Search: Grantor Agreements

Archive Search

Home

Help - LPMO

FAQ's

Recent Items

- 2000004525 Interse...
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- 20757 PEF Tasks a...
- Allison Brickey 100...
- 20763 ROW Apprai...
- 2000023058 ITS: H...

Search Criteria Hide Search Fields

TIP number is

Maximum Number of Results:

Save Search As: Include View

Result List: 10 Agreements Found Filter:

Agreement ID	Description	Grantee Name	TIP number	Program ID	Status
2000004525	Intersection of Tuc...	CITY OF CHARL...	C-5538	LOCAL PROJECT...	Agreement Appro...
2000023058	ITS: Harris Blvd, ...	CITY OF CHARL...	C-5613B	LOCAL PROJECT...	Agreement Appro...
2000025084	Charlotte Bike Share	CITY OF CHARL...	C-5613A	LOCAL PROJECT...	Agreement Appro...
2000025085	Charlotte B-Cycle ...	CITY OF CHARL...	EB-5820	LOCAL PROJECT...	Agreement Appro...
2000025456	NC51 Sidewalk (...	CITY OF CHARL...	C-5613I	LOCAL PROJECT...	Agreement Appro...
2000027012	North University R...	CITY OF CHARL...	U-5874	LOCAL PROJECT...	Agreement Appro...

View Agreement / Submit Documents

Agreement: 2000004525, Intersection of Tuckaseegee-Berryhill-Th - [SAP] - Work - Microsoft Edge
 https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbpg=)/default.htm

Welcome Agustin Rodriguez

NCDOT LOCAL PROJECTS

Agreement: 2000004525, Intersection of Tuckaseegee-Berryhill-Th

Save | Cancel | Submit Documents | Refresh

Agreement Overview

General Data

Description: Intersection of Tuckaseegee-Berryhill-Th
 Grantee ID/Name: 1000000153 / CITY OF CHARLOTTE
 Grantee Contact: 2000008735 / Allison Brickey
 Program ID/Desc.: LOCAL PROJECTS - LPMO / Projects Managed Throu...
 Posting Date: 02/08/2016
 Employee Responsible: Madeline Rawley
 Start Date: 01/19/2016
 End Date: 09/26/2022

Application Amounts

Total Approved Amount: 3,150,000.00 USD
 Authorized Amount: 3,150,000.00 USD
 Billing Req. Amount: 392,987.20 USD
 Cleared Item (ERP): 392,987.20 USD

Project Information

FA Project Number: CMS-1003(144)
 TIP number: C-5538
 Division: 10 - Albemarle
 Status: Agreement Approved

DBE, MBE, WBE Participation Goals

DBE G...	0.00	MBE G...	0.00	WBE ...	0.00
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Items

WBS Element	Expense Type	Start Date	Total Approved Funds	Authorized Amount	Authorized Claim Amt	Open Balance
	Total Project Funding	01/19/2016	3,150,000.00 USD	0.00	0.00 USD	0.00 USD
51008.2.1	ROW – Right of Way	09/26/2017	0.00 USD	529,600.00	392,987.20 USD	136,612.80 USD
51008.3.1	CON – Construction	10/21/2019	0.00 USD	2,620,400.00	0.00 USD	2,620,400.00 USD

Transaction History

Transaction ID	Description	Document Type	Created On	Created By	Status	Relationship Type
3000156257	Intersection of Tuckase...	CRM Grantor Claim	08/06/2020	Ayanna Connor	L4 Contract Managem...	Next document
PE RFQ	PE RFQ	CRM Task	05/10/2021	Agustin Rodriguez	Open	Next document
PEF Tasks and Manda...	PEF Tasks and Manda...	CRM Task	05/10/2021	Agustin Rodriguez	LPMO Approved-WF C...	Next document
Environmental Docum...	Environmental Docum...	CRM Task	05/11/2021	Agustin Rodriguez	L1 Forwarded to Bus S...	Next document
PE – PEF Selection Pr...	PE – PEF Selection Pr...	CRM Task	05/11/2021	Agustin Rodriguez	Division Approved-WF ...	Next document

Attachments

Attachment Type	Description	Name	Created On	Created By
	C-5538_Concurrence of Award to ...	C-5538_Concurrence of Award to ...	12/17/2020 11:19	MRAWLEY
	C-5538_Email_Re-Advertised - T...	C-5538_Re-Advertised - Tuckase...	10/13/2020 12:09	MRAWLEY

View Agreement / Submit Documents

The screenshot shows a web browser window with the URL `https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg=)/default.htm`. The page title is "Agreement: 2000004525, Intersection of Tuckaseegee-Berryhill-Th". The user is logged in as "Agustin Rodriguez".

The main content area is titled "Agreement Overview" and contains the following information:

General Data		Application Amounts	
Description:	Intersection of Tuckaseegee-Berryhill-Th	Total Approved Amount:	3,150,000.00 USD
Grantee ID/Name:	100000153 / CITY OF CHARLOTTE	Authorized Amount:	3,150,000.00 USD
Grantee Contact:	200008735 / Allison Brickey	Billing Req. Amount:	392,987.20 USD
Program ID/Desc.:	LOCAL PROJECTS - LPMO / Projects Managed Throu...	Cleared Item (ERP):	392,987.20 USD
Posting Date:	02/08/2016	Project Information	
Employee Responsible:	Madeline Rawley	FA Project Number:	CMS-1003(144)
Start Date:	01/19/2016	TIP number:	C-5538
End Date:	09/26/2022	Division:	10 - Albemarle
DBE, MBE, WBE Participation Goals		Status:	Agreement Approved
DBE G...	0.00	MBE G...	0.00
WBE ...	0.00		

The "Submit Documents" button in the top navigation bar is circled in red.

View Agreement / Submit Documents

The screenshot displays the 'LPMO Activity: New' form in a Microsoft Edge browser window. The URL is [https://qcr.ebs.nc.gov/grants\(bD1IbiZjPTYwMCZkPW1pbg=\)/default.htm](https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm). The user is logged in as Agustin Rodriguez.

General Data:

- Document Type:
- Date:
- Last Modified Date:
- Status: (Dropdown menu with options: PS PE RFLOI, PS PE – PEF Selection Process, PS PEF Tasks and Mandays/Hours with Rates, PS PEF Contract – Design or ROW, Environmental Documents, Plans & Specifications, PS ROW RFLOI, PS ROW – Consultant Selection and Cost Proposal, ROW Appraisal Documents, ROW Certification Documents)

References:

- Account: CITY OF CHARLOTTE
- Contact: Agustin Rodriguez
- Reference ID: 2000004525
- TIP number: C-5538

Attachments:

- Attachment:
- URL:
- With Template:
- Advanced:
- Filter:

Upload Document(s) From Local Hard Di...

- Choose Files
- No file chosen
- Upload

View Agreement / Submit Documents

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: Browse...

Attach Cancel

View Agreement / Submit Documents

The screenshot displays the NCDOT Local Projects web application interface. The browser address bar shows the URL: [https://qcr.ebs.nc.gov/grants\(bD1IbiZjPTYwMCZkPW1pbg=\)/default.htm](https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg=)/default.htm). The page title is "LPMO Activity: New - [SAP] - Work - Microsoft Edge".

The application header includes the NCDOT logo (North Carolina Department of Transportation) and the text "LOCAL PROJECTS". A user greeting "Welcome Agustin Rodriguez" is visible on the right. There are search and navigation options like "Saved Searches", "Go", "Advanced", and "Back".

The main content area is titled "LPMO Activity: New" and features a toolbar with "Save and Back", "Save", "Submit" (circled in red), and "Cancel" buttons. Below the toolbar, there are sections for "Task Details" (with an "Edit" link), "General Data", "References", "Change Status to Submit", and "Notes".

General Data:

- * Document Type: PS PE RFLOI
- Date: 11/15/2021
- Last Modified Date: [Empty]

References:

- Account: CITY OF CHARLOTTE
- Contact: Agustin Rodriguez
- Reference ID: 200004525
- TIP number: C-5538

Change Status to Submit:

- Status: Open

Attachments: A section with a "Filter:" input and a "No result found" message. Below this is an "Upload Document(s) From Local Hard Di..." section with "Choose Files", "No file chosen", and "Upload" buttons.

Recent Items (Left Sidebar):

- 200004525 Interse...
- 3267 Environmental...
- 400014941 Interse...
- 3000086289 Interse...
- 1000003271 Interse...
- 20759 Environmen...
- 20757 PEF Tasks a...
- Allison Brickey 100...
- 20763 ROW Apprai...
- 2000023058 ITS: H...

Documents you will Submit

ITEMS YOU WILL SUBMIT for REVIEW

ACTIVITY	DESCRIPTION	ACTIVITY	DESCRIPTION
PS: PE RFLOI	Advertisement to solicit for engineering firms for design, environmental doc, etc.	PRE-CON: ROW APPRAISAL DOCUMENTS	Documents related to appraisal of ROW
PS: PE – PEF SELECTION PROCESS	Letter requesting concurrence on how LGA selected PEF for design or CEI Services	PRE-CON: ROW CERTIFICATION DOCUMENTS	Documents related to acquisition of ROW
PS: PEF TASKS AND MANDAYS W RATES	Cost Estimate spreadsheet for PEF	PRE-CON: UTILITY/RAILROAD CERTIFICATION	Certification documents for Utilities/Railroad
PS: PEF CONTRACT – DESIGN OR ROW	Draft contract with PEF/other service provider	PRE-CON: CONTRACT PROPOSAL W ESTIMATE	Contract Proposal/Bid Proposal Document and Engineering estimate/bid estimate
PS: ROW RFLOI	Advertisement to solicit for engineering firms for ROW Professional Service.	PRE-CON: CONCURRENCE REQUEST – CONSTRUCTION AWARD	Letter requesting concurrence in LGA award to low bidder and supporting documents
PS: ROW – CONSULTANT SELECTION AND COST PROPOSAL	Cost Estimate spreadsheet for ROW Professional Service.	PRE-CON: OTHER DOCUMENTS	Any PRE-CON documents that need review but do not match listed PRE-CON categories
PS: CEI EXEMPTION	Request for CEI Exemption for PEF to perform Design and CEI services	CON: CONSTRUCTION CONTRACT	Executed Construction Contract (with Contractor)
PS: CEI RFLOI	Advertisement to solicit for engineering firms for Construction Engineering Inspection (CEI) Services.	CON: SUBCONTRACTOR AGREEMENT FORMS	Subcontractor Agreements b/w Contractor and Sub
PS: CEI – PEF SELECTION PROCESS	<i>Coming soon...</i>	CON: SUPPLEMENTAL AGREEMENTS (WITH CONTRACTOR)	Executed Supplemental Contracts (with Contractor)
PS: CEI COST SPREADSHEET	Cost estimate spreadsheet for PEF	CON: WORKING/SHOP DRAWINGS	Any Drawings done by contractor for retaining walls bridges, culverts, signal equipment, etc.
PS: PEF CONTRACT – CEI	Draft contract with PEF for CEI	CON: CONCURRENCE REQUEST – CONSTRUCTION COMPLETE	Letter from LGA to DOT requesting concurrence; includes letter from LGA to Contractor
PS: OTHER DOCUMENTS	Any PS documents that need review but do not match listed PS categories	CON: FINAL ESTIMATE CHECKLIST	Final Estimate Checklist
PRE-CON: ENVIRONMENTAL DOCUMENT	CE Checklist and supporting documentation	CON: REQUEST FOR PROJECT CLOSEOUT	Letter requesting close out
PRE-CON: CONCEPT/PRELIMINARY PLANS	No more than 25% plans	CON: OTHER DOCUMENTS	Any CON documents that need review but do not match listed CON categories
PRE-CON: ROW PLANS	65% - 75% plans		
PRE-CON: FINAL PLANS & SPECIFICATIONS	80% - 100% plans		
PRE-CON: UTILITY RELOCATION COSTS/AGREEMENTS	Cost estimates for Utilities/Relocation		

Submit Change Request

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Agustin Rodriguez

Saved Searches Go Advanced

Home Back

Home
Help - LPMO
FAQ's

Recent Items

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

MENU

- New Agreement Application
- Edit Agreement Application
- 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

Submit Change Request

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches Go Advanced

Search: Change Request Form

Search Criteria Hide Search Fields

TIP number is

Maximum Number of Results:

Save Search As:

Result List

Agreement ID	Agreement Description	TIP number	Change Request Form
No result found			

Submit Change Request

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches Go Advanced

Search: Change Request Form

Search Criteria [Hide Search Fields](#)

TIP number is

Maximum Number of Results:

Save Search As:

Result List

Agreement ID	Agreement Description	TIP number	Change Request Form
2000006230	Side Walk	SHP2001	LPMO - Change Request
2000006231	SAP-2010	TIP-01	LPMO - Change Request
2000006232	Sidewalk	TIP-01	LPMO - Change Request

Recent Items

- 2000006231 SAP-2...
- Erica Jefferies 1000...
- 2000006230 Side W...
- 1000002517 Sidewa...
- LPMO_PY2014

Change Request Form

New Change Request Form - [SAP] - Work - Microsoft Edge
https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg=)/default.htm

Welcome Agustin Rodriguez

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
LOCAL PROJECTS

Home
Help - LPMO
FAQ's

Recent Items
200004525 Interse...
3267 Environmental...
4000014941 Interse...
3000086289 Interse...
100003271 Interse...
20759 Environment...
20757 PEF Tasks a...
Allison Brickey 100...
20763 ROW Apprai...
2000023058 ITS: H...

Enterprise Business Services Local Program Management Office
Change Request

PROGRAM ID LOCAL PROJECTS - LPMO

PROJECT DESCRIPTION Projects Managed Through LPMO

AGREEMENT 2000004525 - Intersection of Tuckaseegee-Berryhill-Th

SUB-RECIPIENT CITY OF CHARLOTTE

SUBMITTED BY Agustin Rodriguez

TIP C-5538

DIVISION 10

FA PROJECT CMS-1003(144)


TOTAL AVAILABLE FUNDING \$3,150,000

LET DATE(MM/DD/YYYY)

REASON/PURPOSE* Choose One

REASON FOR CHANGE* Choose One
Request for Fund Authorization/Transfer Attach Cost Estimates
Request for Supplement Agreement

Submit Change Request



LOCAL PROJECTS

Welcome Agustin Rodriguez

Home

Help - LPMO

FAQ's

Recent Items

- 200004525 Interse...
- 3267 Environmental...
- 4000014941 Interse...
- 3000086289 Interse...
- 1000003271 Interse...
- 20759 Environmen...
- 20757 PEF Tasks a...
- Allison Brickey 100...
- 20763 ROW Appral...
- 2000023058 ITS: H...

New Change Request Form

TIP

DIVISION

FA PROJECT

TOTAL AVAILABLE FUNDING

LET DATE(MM/DD/YYYY)

REASON/PURPOSE*

REASON FOR CHANGE*

CODE	WBS	EXPENSE DESCRIPTION	START DATE (MM/DD/YYYY)	AUTHORIZED TO DATE	TOTAL AMOUNT REQUESTED	NON FEDERAL MATCH AMOUNT	FEDERAL AMOUNT	PROPOSED AMOUNT
L002	51008.2.1	ROW – Right of Way	09/26/2017	\$529,600.00			\$0.00	\$529,600.00
L003	51008.3.1	CON – Construction	10/21/2019	\$2,620,400.00			\$0.00	\$2,620,400.00
Total				\$3,150,000.00	\$0.00	\$0.00	\$0.00	\$3,150,000.00

AUTHORIZING SUB-RECIPIENT SIGNATURE

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

Name:* Date: (mm/dd/yyyy)*

Check
Save
Submit

Submit Reimbursement Request

The screenshot shows the NCDOT LOCAL PROJECTS web application. The top navigation bar includes the NCDOT logo, the text 'LOCAL PROJECTS', and a user greeting 'Welcome Agustin Rodriguez'. Below the navigation bar, there is a search area with 'Saved Searches' and a 'Go' button. The left sidebar contains a navigation menu with 'Home', 'Help - LPMO', and 'FAQ's', along with a 'Recent Items' list. The main content area features a 'MENU' window with the following options: 'New Agreement Application', 'Edit Agreement Application', 'View Agreement Application', 'Submit Document/View Agreement', 'Display Documents', 'New Change Request', 'Edit Change Request', 'New Reimbursement Claim', 'Edit Reimbursement Claims', 'View Reimbursement Claims', and 'View Program/Grants'. A red arrow points to the 'New Reimbursement Claim' option.

Submit Reimbursement Request

Search: Claim Form - [SAP] - Work - Microsoft Edge
https://qcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg==)/default.htm

Welcome Agustin Rodriguez

NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION LOCAL PROJECTS

Search: Claim Form

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

TIP number is

Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

Result List

Agreement ID	Description	TIP number	Claim Form
No result found			

Filter:

Submit Reimbursement Request

New Claim 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 [] Go Advanced [] []

New Claim Form [] Back []

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...



Enterprise Business Services

Local Program Management Office

Request for Reimbursement

Project Sponsor: CITY OF CHARLOTTE	Mailing Address: PO Box 31032 CHARLOTTE, NC 28231-1032
Program: LOCAL PROJECTS - LPMO - Projects Managed Through LPMO	TIP: C-5538
Grantee ID: 1000000153	Federal Aid #: CMS-1003(144)
Division: 10	Agreement Number: 2000004525
Agreement From: 01/19/2016	Agreement To: 09/26/2022
Invoice Number:*	Date Prepared:*
Invoice Period From:*	Invoice Period To:*
Remittance Address: PO Box 31032 CHARLOTTE, NC 28231-1032	Comments:

DBE/MBE/WBE sub-contractor vendor payments made during this invoice period? Yes No

Final Invoice:*

Yes No

Submit Reimbursement Request

DBE/MBE/WBE sub-contractor vendor payments made during this invoice period?* Yes No

Final Invoice:* Yes No

Code	WBS	Description	Start Date	Authorized To Date (\$)	Reimbursements To Date (\$)	Total Expense This Period (\$)	Ineligible Expenses This Period (\$)	Eligible Expenses This Period (\$)	Reimbursable This Period (\$)	Remaining Budget (\$)
L002	51008.2.1	ROW – Right of Way	09/26/2017	\$529,600.00	\$392,987.20			\$0.00		\$136,612.
L003	51008.3.1	CON – Construction	10/21/2019	\$2,620,400.	\$0.00			\$0.00		\$2,620,400.
Total				\$3,150,000.	\$392,987.20	\$0.00	\$0.00	\$0.00	\$0.00	\$2,757,012.

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 Reimbursement Request

Transaction History				
Transaction ID	Description	Status	Transaction Type	Created On
400009991	Riverwalk Phase II Greenway	L1 LMPO Approved (Non Amount)	LPMO Change Request	02/24/2017
3000018899	Riverwalk Phase II Greenway	L4 Contract Management Approve	LPMO Claim	02/15/2017
3000018690	Riverwalk Phase II Greenway	L4 Contract Management Approve	LPMO Claim	01/26/2017
Environmental Documents	Environmental Documents	Returned to LGA	LPMO Activity	01/03/2017
3000017747	Riverwalk Phase II Greenway	L4 Contract Management Approve	LPMO Claim	12/15/2016

Claim: 3000086289, Intersection of Tuckaseegee-Berryhill-Th - [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 [] Go Advanced [] []

Claim: 3000086289, Intersection of Tuckaseegee-Berryhill-Th [Back] []

[Save] [X Cancel] [] [Refresh]

Home
Help - LPMO
FAQ's

Recent Items

- 2000027851 West ...
- 3000135860 Interse...
- 3000086289 Inters...
- 2000004525 Interse...
- 3267 Environmental...
- 4000014941 Interse...
- 1000003271 Interse...
- 20759 Environment...
- 20757 PEF Tasks a...
- Allison Brickley 100...

Claim Overview

General Data	Payments
Description: Intersection of Tuckaseegee-Berryhill-Th	Requested Amount: 107,020.00 USD
Grantee ID/Name: 1000002042 / CITY OF CHARLOTTE	Billing Request Amount: 107,020.00 USD
Grantee Contact: Russ Carpenter	Open Item (ERP): 0.00 USD
Agreement/Description: 2000004525 / Intersection of Tuckaseegee-Berryhill-Th	Cleared Item (ERP): 107,020.00 USD
Program ID/Description: LOCAL PROJECTS - LPMO / Projects Managed Throu...	Project Information
Claim Date: 09/24/2018	FA Project Number: CMS-1003(144)
Start Date: 09/26/2017	TIP number: C-5538
End Date: 06/30/2018	Division: 10 - Albemarle
Employee Responsible: Marta Matthews	Status: L4 Contract Management Approve
	Final Claim Indicator: <input type="radio"/> Yes <input checked="" type="radio"/> No

Helpful Hints for Using EBS Portal

- Use browsers other than Internet Explorer (e.g. Edge or Chrome)
- If you forget your password, notify the SAP Help Desk – link is on EBS login page.
- System times out quickly – plan your work accordingly
- Check your SPAM or JUNK Folder for system e-mails
- All notification e-mails should include TIP number
- Use the “wrench” symbol to personalize each section for viewing

Thank you!

Local Programs Management Office
NCDOT – Transportation Program Management

Marta Matthews

919-707-6626

mtmatthews@ncdot.gov

Madeline Rawley

919-707-6630

mrawley@ncdot.gov

Thank you!

Division 5

Raymond Hayes, PE

919-628-8999

ext-rjhayes@ncdot.gov

Division 7

Stephen Robinson, PE

336-487-0000

sjrobinson@ncdot.gov