



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

January 30, 2025

Irma Zimmerman
GUILFORD COUNTY
201 SOUTH GREENE ST
GREENSBORO, NC 27401

Program No. P2025_CAPITAL
Agreement No. 2000081500
Application No. 1000019232
WBS Element No. 36233.49.19.3
Project No. 25-CT-049

Dear Irma Zimmerman,

The agreement for the above project has been executed by the Deputy Secretary for Transit. The agreement sets forth the terms, procedures, guidelines and reporting requirements for executing the project in full compliance with the Federal and state rules and regulations. Any failure to provide documentation and make reasonable progress on the Project will be a violation of this Agreement and will provide sufficient grounds for the Department to deny funding and terminate the Agreement. It is critical that each Grantee thoroughly review the agreement and relate any questions or requests for assistance to NCDOT- Financial Management.

Key provisions of the agreement pertaining to period of performance, budget amendments/revisions, reporting of expenses and reimbursement and DBE/WBE policy are highlighted below.

- The period of performance shall extend from **07/01/2024 - 06/30/2025** . During this time allowable costs incurred during this period and the period covered will be eligible for reimbursement from the Department. Any requests to change the Period of Performance must be made in accordance with the policies and procedures established by the Department or FTA.
- Requests for budget revisions and budget amendments requests must be entered in the system and approved by NCDOT. Grantees are required to follow the Departments guidelines on procedures for requesting a budget revision or amendment.
- Grantees shall limit reimbursement for meals, lodging and travel to the rates established by the State of North Carolina Travel Policy. Costs incurred by grantees in excess of these rates shall be borne by the grantee.
- The policy of the Department of Transportation is to allow disadvantaged business enterprises, including minorities and women, to participate in federal and state financial assistance. We encourage you to use the DOT web site for subcontractors that are certified for DBE, MBE, and WBE at <http://apps.dot.state.nc.us/vendor/directory> and for Historically Underutilized Businesses

(HUBs) at <http://www.doa.state.nc.us/hub/> when purchasing goods and services.

- Enter Subcontractor Payment when requesting claims.
- Based on the level of paperwork, NCDOT/Financial Management encourages grantees that are required to submit supporting documentation to elect to submit their requests for reimbursement on a monthly basis. Failure to request reimbursement within 30 days following the end of the period covered as outlined in the agreement may result in non-payment or termination of the project. **Request for reimbursement must include expenditures incurred during the period covered.**

Each request for reimbursement must be accompanied by the following:

- 1 A cover letter on Agency's letterhead;
 - 2 Advance payment form, if applicable;
 - 3 Xerox copy of checks (only for vehicle purchase or when requested);
 - 4 Original invoices supporting all claimed expenditures, if applicable (**all eligible expenditures must be highlighted and include expenses incurred during the period covered**);
- A copy of the agency's year-end audit report should be forwarded to this office after completion, but no later than one year after the audit period ends.

NCDOT looks forward to working with you on this transportation project. When communicating with NCDOT, please identify this project using the project number, WBS element, and agreement number referenced above on all correspondence. If you have any questions regarding the contract, claims or related matters please contact your assigned Mobility Development Specialist.

NC Department of Transportation
Public Transportation Division
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