NCDIT
NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY
Division of Broadband and Digital Equity

GREAT GRANT PROGRAM
HOW TO SUBMIT AN APPLICATION

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How to Complete an Enterprise Business Services (EBS) Registration Form

The Broadband Infrastructure Office (hereafter "Office") utilizes the Enterprise Business Services (EBS) platform for the submission of grant applications and for grant program management. Each member of an applicant organization must have an approved, unique NCID and EBS registration completed and approved to gain access to the application and grant management portal.

Please follow the below instructions to register team members to participate in NCDIT grant programs.

1. Verify that the team member who needs access to the system has a unique NCID account registered. All team members are required to have their own NCID user account created to register for the GREAT Grant program.

   Register for an NCID at https://ncid.nc.gov/idmdash/#/default.

2. Complete the Enterprise Business Services (EBS) Registration Form at https://ebs.nc.gov/sap/crmaccess/index.html. These forms grant team members specific access to agreements and applications within the system.

3. The Office will review the submitted information and verify the:

   a. Corporate name against the Secretary of State's Corporation Search registry.

   b. Company's eligibility for participation through the Office of State Budget Management Suspension of Funds list.

4. Upon approval, the N.C. Department of Transportation will review your submitted information, register it with the Secretary of State's Office and notify your team members that the user authorization is in place.

5. The Office team will then create the new user account within the grant management portal and notify new users when they are able to log into the portal.

If you require support during this process, please visit https://ncbroadband.gov/contact to connect with a member of the Broadband Infrastructure Office staff.

For information on getting logged in for the first time, **go to the next page**.

Getting Logged in the First Time

1. First, visit the Broadband Infrastructure Office Grant Portal at
   https://www.ebs.nc.gov/irj/portal#Shell-home. The login credentials you will use are
   the login credentials you created when you registered for your NCID. Each user, not
   organization, is required to have a unique NCID, rather than one NCID for the entire
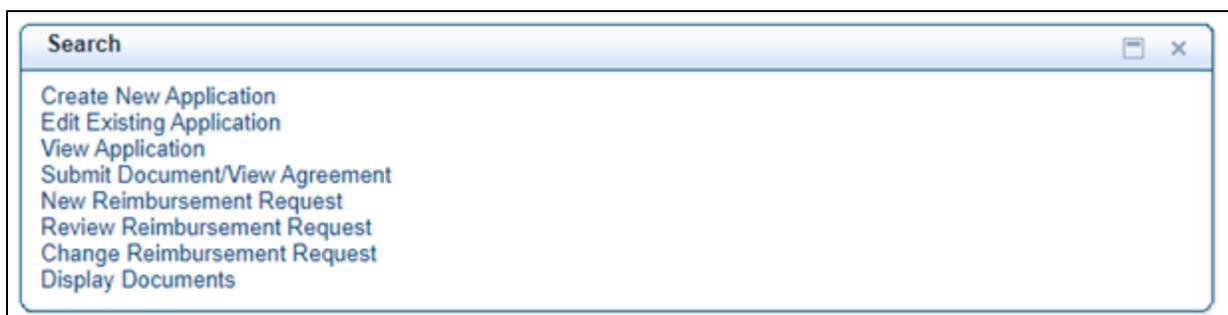   organization.

2. On the next screen, click the "Broadband" box at the top of the screen below "Partner
   Applications.
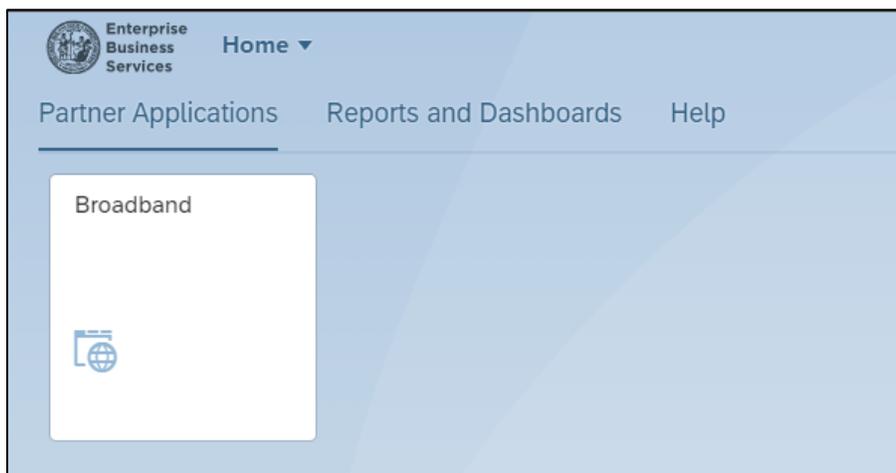
3. You will next see a popup with the various, available options, like the screen below.
   You are now ready to begin interacting with the system to manage your grant.

4. Here's what you can access from each of the options:

- <u>Create New Application</u>: Create new grant applications each round

- <u>Edit Existing Application</u>: Edit save applications prior to submitting them for review

- <u>View Application</u>: View your application without making changes

- <u>Submit Document/View Agreement</u>: View your agreement after being awarded a grant and upload verification documents like progress reports, annual reports, and final reports

- <u>New Reimbursement Request</u>: Submit a new claim for reimbursement

- <u>Review Reimbursement Request</u>: View your claim for reimbursement without making changes

- <u>Change Reimbursement Request</u>: Make changes to your reimbursement requests

- <u>Display Documents</u>: See a list of your submitted documents
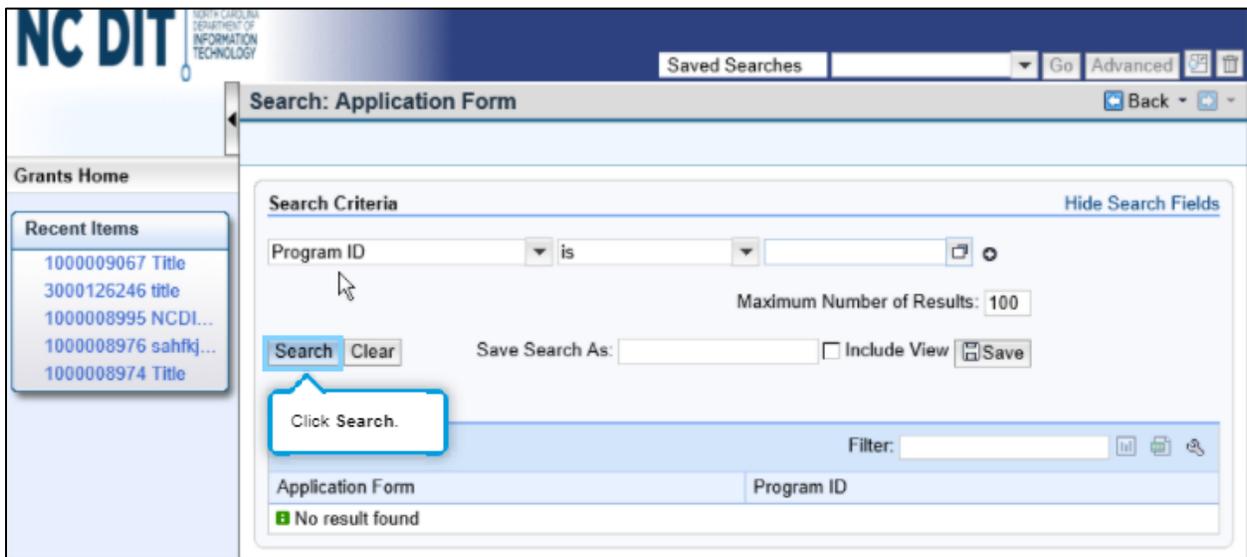
How to Submit and Edit an Application

1. After logging into the portal, click "Create New Application."
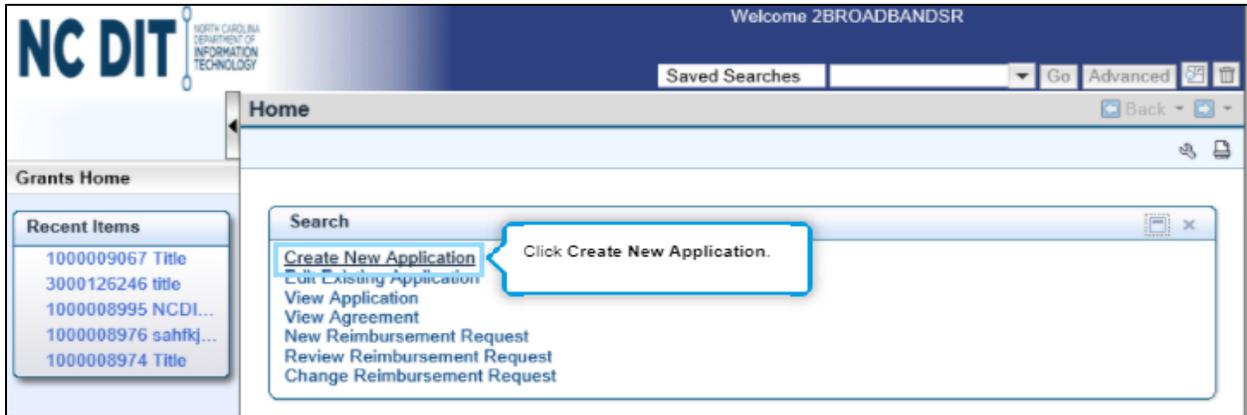
2. On the next screen, click "Search" to search for programs within the system.

3. On the next screen, select the application for the program for which you intend to apply. Multiple program options will be listed as available within the system, so make sure that you are selecting the program for the correct year to proceed as this ensures you are taken to the correct grant program application.

4. If asked, select the Partner number, and then click "Process."

5. Now you will see the application for the GREAT Grant program. The tabs – Applicant, Project and Certification – each contain required fields for the application. The application usually has a scrollbar, so please scroll down to complete all the questions.

6. Before leaving the Applicant tab, click "Check" to verify that all information required for the section has been entered. To save your form and complete it later, click "Save" and use the search function later to find it (See Step 11 for instructions). When you are ready to move to the next tab, click "Next" to be taken to the Project tab.

7. Enter the project information to complete the Project tab form, and make sure to scroll all the way down.

Check NC Commerce County Tier Designation:
https://files.nc.gov/nccommerce/documents/files/2020-Tiers-memo_asPublished_120219.pdf

Project Title*	
Total Project Cost*	
County*	Choose One ∨ County Tier Designation
Estimated # of Households with improved access*	Estimated # of businesses with improved access*
Base Speed - Minimum Download : Upload*	Choose one ∨
Project Description (provide a brief summary of the project):*	
Has the applicant entered into a partnership for this project as defined in S.L. 2019-2307*	No Partnership ∨

Checklist Details

1. Statement of Qualifications (Please provide a detailed description of qualifications and experience with the deployment of broadband):*

8. Before leaving the Project tab, click "Check" to verify that all information required for the section has been entered. To save your form and complete it later, click "Save" and use the search function later to find it (See Step 11 for instructions). When you are ready to move the next tab, click "Next" to be taken to Certification tab.

test

4. Description of Adoption Plan:*

test

By checking the appropriate box, you will upload the following documents:	
5. Description of Project Area, Identification of locations to be served, relevant maps and mapping files.*	✔
6. **Excel Spreadsheet (NO PDF)** that itemizes the eligible activities and cost estimates. Please provide an explanation of how you estimated the costs*	✔
7. Please provide your methodology or explanation of how you calculated cost per location (Households/Businesses)*	✔
8. Proof of Financial Solvency*	✔
9. Technical Report*	✔
10. Evidence of Support for the Project (i.e. Letter of Support)*	✔

⇐⇐ Previous   Check   Save   Next ⇒⇒

Click **Next**.

9. On the Certification tab, you will find a series of questions to certify your application for processing and verification. Enter all the information, and make sure to scroll all the way down.

10. At the bottom of the page, you will see a box for the authorized representative to "sign off" on the application. The Authorized Representative should be authorized by the organization to legally enter into a grant agreement, if approved. After the authorized signature information has been entered, click "Check" to verify that all information required for the section has been entered. To save your form and complete it later, click "Save" and use the search function later to find it (See Step 11 for instructions). To submit the application, click "submit."
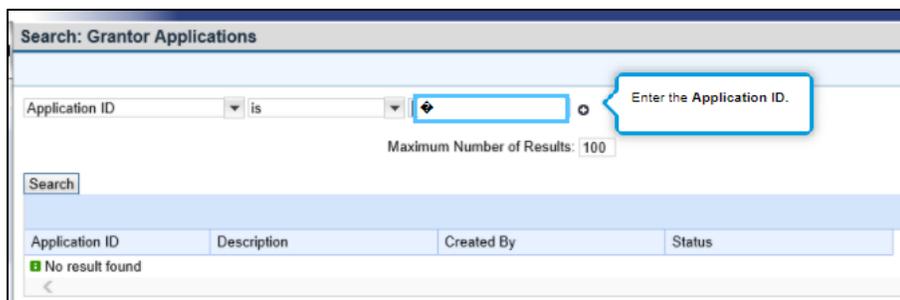
11. If you clicked "Submit," skip to Step 12. If you clicked save on the previous screen, you will now see the Save Confirmation page with your application ID number. Save this number as you will use it again to easily return to your application.
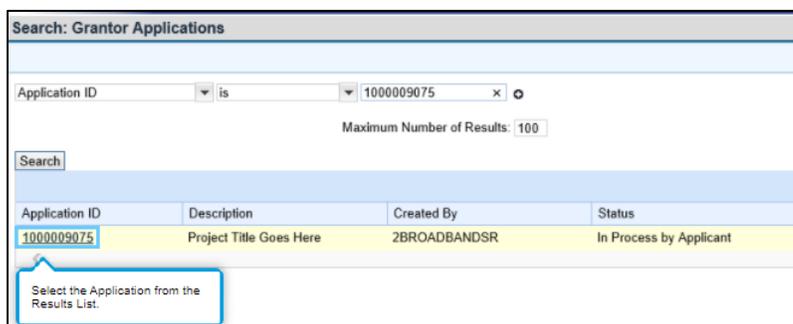
Confirmation

Your Application has been **Saved** successfully. - **Application ID** – 1000009075

Print/Save as PDF

Click browse to select file   Browse...   Attach
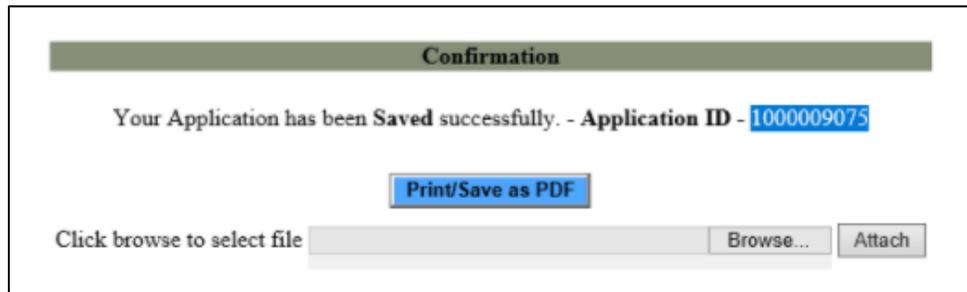
a. To find your application later from the Grants Home page, select "Edit Existing Application."

Change Application

Create New Application
Edit Existing Application   To edit a previously saved application, or an application that has been returned to you for changes, click **Edit Existing Application.**
View Application
View Agreement
New Reimbursement Request
Review Reimbursement Request
Change Reimbursement Request
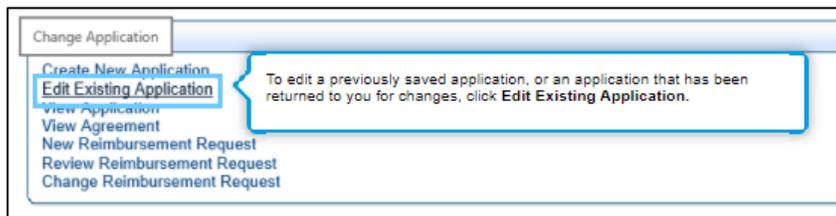
b. Add the application ID number to the search field and click "Search."

Search: Grantor Applications

| Application ID | | is | | | Enter the **Application ID.** |

Maximum Number of Results: 100

Search

Application ID	Description	Created By	Status
No result found			

c. On the next page, click the application ID link with the corresponding application ID number. This will return you to your application so that you can make any necessary changes prior to submission.

Search: Grantor Applications

| Application ID | | is | | 1000009075 | x |

Maximum Number of Results: 100

Search

Application ID	Description	Created By	Status
1000009075	Project Title Goes Here	2BROADBANDSR	In Process by Applicant

Select the Application from the Results List.

12. After clicking submit, you will see the Submission Confirmation page with your application ID number. Save this number as you will use it again to easily return to your application.
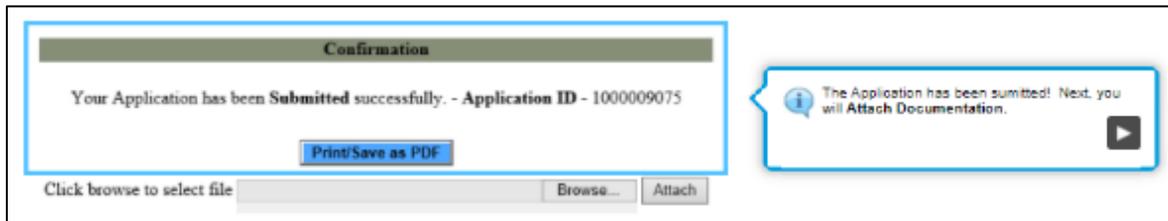

13. To submit your supporting documentation, click "Browse" on the Submission Confirmation page and select the file you wish to upload. Then, click "Attach." You will receive a "Documents successfully uploaded" message.
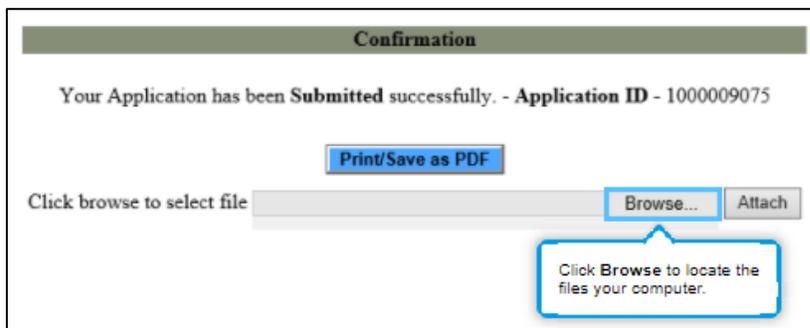
14. You can always return to visit your application without making edits from the Grants Home screen by selecting "View Application" which will take you to the same search screen as when searching to edit an existing application (See Step 11b).
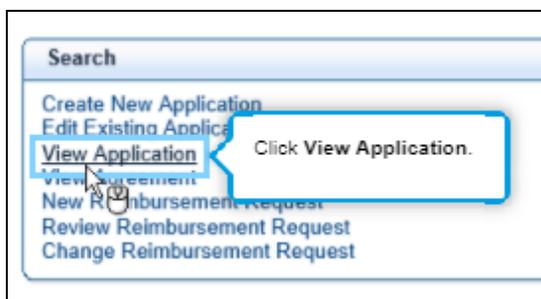
15. At the end of the grant application period, the Office will review the applications, return applications with errors for correction, and publish complete submitted applications to the Division of Broadband and Digital Equity's website for a 30-day comment and protest period. Applications will then be processed for scoring.

16. After scores have been determined, the Office will make recommendations for award to the Secretary and State CIO of the N.C. Department of Information Technology. Upon receiving guidance, the Office will contact awardees with next steps.

Need Assistance?

For GREAT Grant specific questions:
- [GREAT Grant Program](#)
- [GREATGrant@nc.gov](#)

For application help, contact the NCDOT Support Services Team:
- [919-707-2208](#)
- [DOTITSAPPSupportServices@ncdot.gov](#)

For NCID support:
- [NCID Service Desk](#)
- [919-754-6000](#)