

**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.**

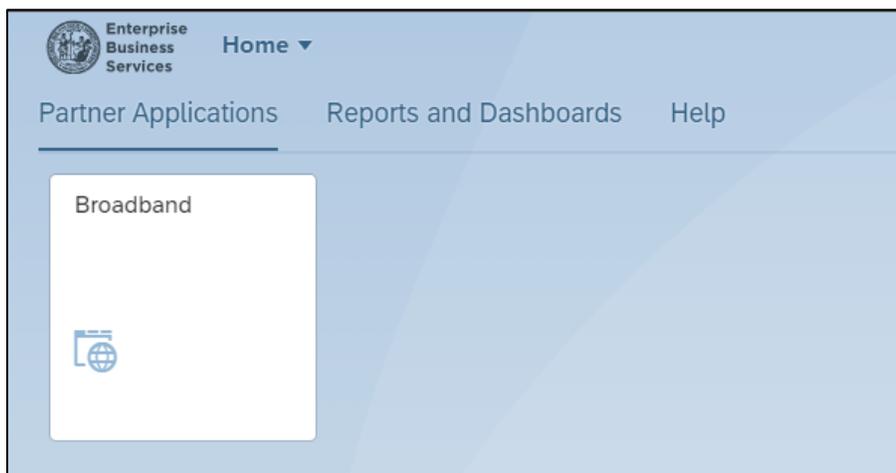
Getting Logged in the First Time

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.

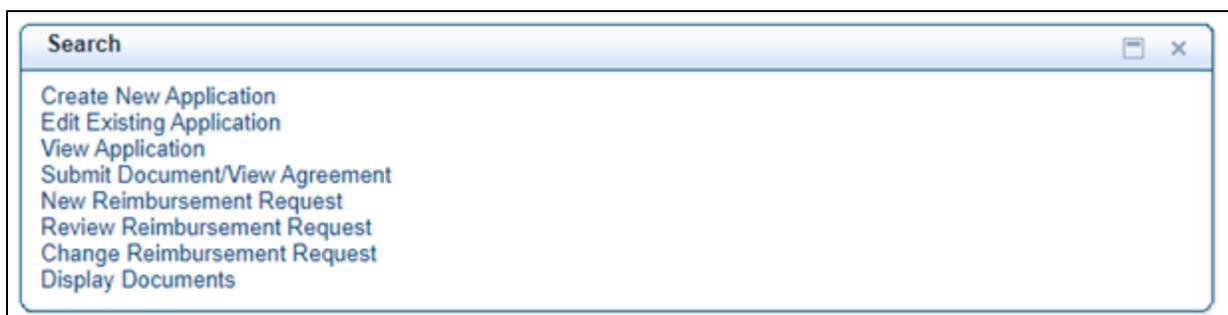


The image shows the login page for Enterprise Business Services. On the left is the Great Seal of the State of North Carolina. To its right, the text "Enterprise Business Services" is displayed in a large, bold font. Further right are two input fields: "User *" and "Password *". Below the password field is the text "Passwords are case sensitive". A "Log On" button is positioned below the password field. At the bottom of the page, there are two links: "Login Help" and "Browser Support".

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.



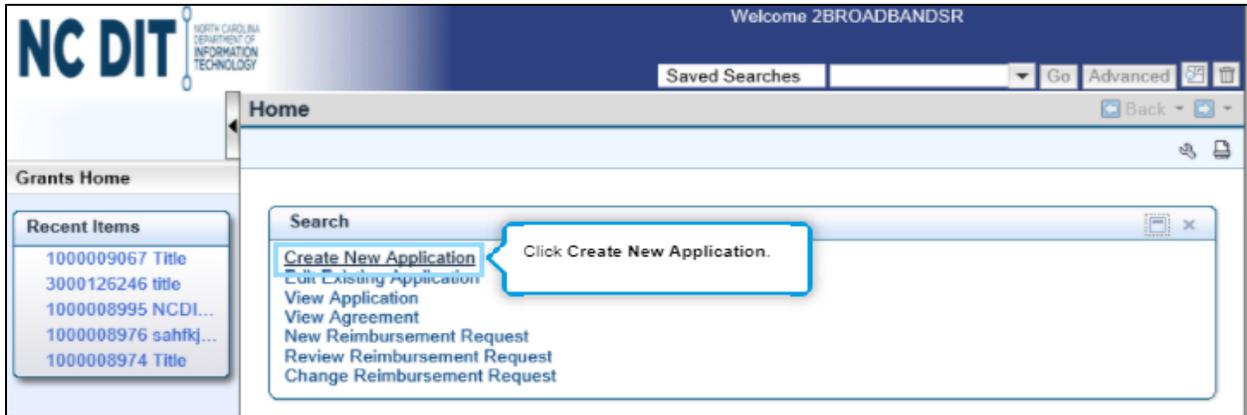
4. Here's what you can access from each of the options:

- Create New Application: Create new grant applications each round
- Edit Existing Application: Edit save applications prior to submitting them for review
- View Application: View your application without making changes
- Submit Document/View Agreement: View your agreement after being awarded a grant and upload verification documents like progress reports, annual reports, and final reports
- New Reimbursement Request: Submit a new claim for reimbursement
- Review Reimbursement Request: View your claim for reimbursement without making changes
- Change Reimbursement Request: Make changes to your reimbursement requests
- Display Documents: See a list of your submitted documents

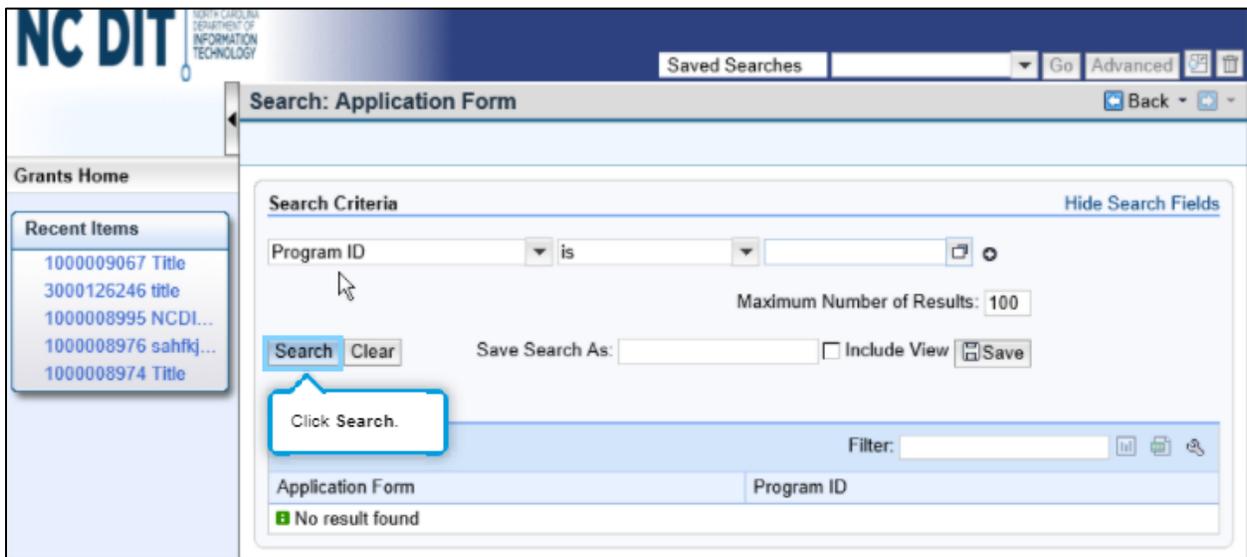
For information on how to submit and edit an application, **go to the next page.**

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.



- 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.

Enterprise Business Services

NC DIT GREAT Program
Growing Rural Economies with Access to Technology Program

Applicant | Project | Certifications

Applicant Information

Please use the Guideline documents found on the GREAT webpage at: <https://www.ncbroadband.gov/greatgrant/>, under Guidelines & FAQ in the relevant section.

Grant Guidelines are organized as follows
 Section I - Summary & Key Definitions
 Section II - Eligible Areas
 Section III - Application Materials Summary & Detailed Instructions
 Section IV - Protest
 Section V - Scoring
 Section VI - Grant Awards & Agreement

The application materials and program guidelines for this grant program were developed based on the enabling legislation for the GREAT program within S.L. 2018-5 and amended by S.L. 2019-230 and S.L. 2020.97

Company Name* Address*

Scroll down.

- 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.

Rich-Square, NC 27869

Website* Federal Tax ID*

Authorized Representative

Full Name* Contact Title*
 Phone Number* E-Mail*

Authorized Representative (Alternative)

Full Name Contact Title
 Phone Number E-Mail

Grant Administrator & Company Name(if applicable):

Full Name Contact Title
 Phone Number E-Mail
 Website Federal Tax ID
 Address

Check Save Next >>>

Click Next

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

Complete all requirements.

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* County Tier Designation

Estimated # of Households with improved access* Estimated # of businesses with improved access*

Base Speed - Minimum Download : Upload*

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*

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:*

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.*	<input checked="" type="checkbox"/>
6. Excel Spreadsheet (NO PDF) that itemizes the eligible activities and cost estimates. Please provide an explanation of how you estimated the costs*	<input checked="" type="checkbox"/>
7. Please provide your methodology or explanation of how you calculated cost per location (Households/Businesses)*	<input checked="" type="checkbox"/>
8. Proof of Financial Solvency*	<input checked="" type="checkbox"/>
9. Technical Report*	<input checked="" type="checkbox"/>
10. Evidence of Support for the Project (i.e. Letter of Support)*	<input checked="" type="checkbox"/>

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.

Company Certifications

1. Overdue Tax Debts	Does the Company or the Related Member(s) currently have any overdue tax debts with any City, Town or County in, or with the State of North Carolina? *	<input type="text"/>
2. Occupational Safety and Health Act Violations	Does the Company, or the Related Member(s) have any citation under the Occupational Safety and Health Act that have become a final order within the past three years for willful serious violations or for failing to abate serious violations? *	<input type="text"/>
3. Loan Defaults	Is the Company, or the Related Member(s) currently in default on any loan or grant previously made by the State of North Carolina? *	<input type="text"/>
4. Incentive History	Has the Company, or Related Member(s) ever defaulted on an economic development grant or incentive or been sued by a grantor with respect to an economic development grant or incentive from the State of North Carolina? *	<input type="text"/>
5. Creditor Losses, Litigation, Government Investigations	Has any member of management or any principal of the Company been involved in a financial reorganization, a bankruptcy, or other situation that led to losses by creditors or bond buyers, investor lawsuits, or other financial impropriety? *	<input type="text"/>
6. Pending or Threatened Litigation	Is the Company, or Related Member(s) subject to any claim, suit, action, proceeding, or government investigation that is pending or threatened that, individually or in the aggregate, would reasonably be expected to have a material adverse effect on the proposed grantee's finances or operations or the ability to conduct the proposed project, or that would reasonably be expected to impact the NC DIT's decision to award a grant? *	<input type="text"/>

Internet Service Provider (ISP) Certification and Attestation

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of the signatory's knowledge and belief. The signatory further certifies:

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."

Internet Service Provider (ISP) Certification and Attestation

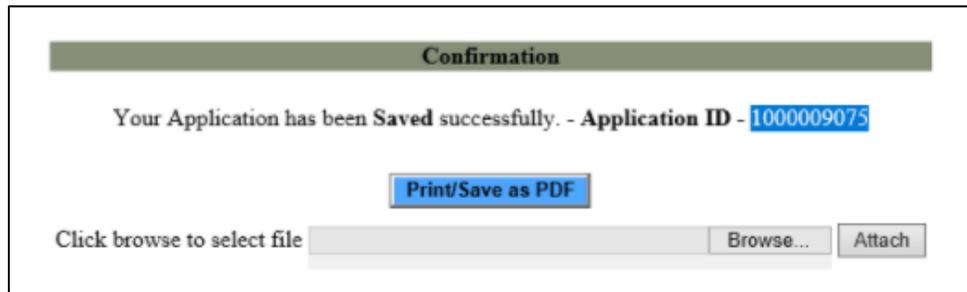
The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of the signatory's knowledge and belief. The signatory further certifies:

- as Authorized Representative, the signatory has been authorized to file this application by formal action of the governing body;
- agrees that if a grant is awarded, the applicant will provide proper and timely submittal of all documentation requested by the Grantor Agency;
- that the applicant has substantially complied with or will comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to this project;
- that the applicant certifies the financial and organizational strength regarding the ability to successfully meet the terms of the grant requirements and the ability to meet the potential for repayment of grant funds; and
- attests that the proposed project area is eligible.

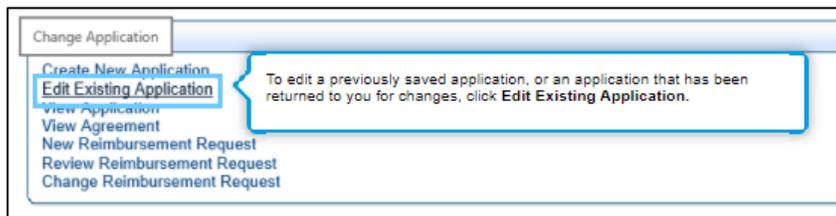
Authorized Representative

Name *: Title *: Date *:

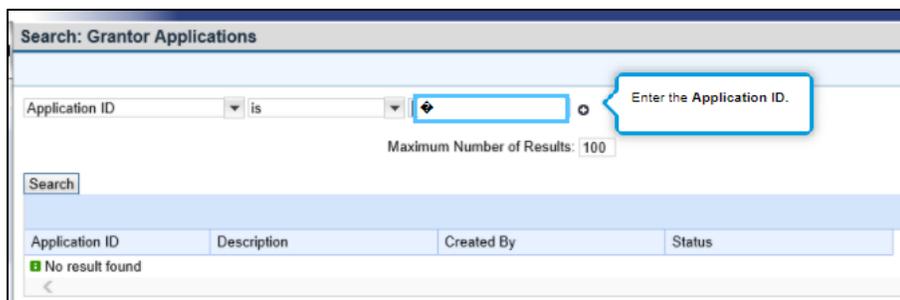
11. If you clicked "Submit," skip to Step 12. If you clicked save on the previous screen, you will now see the Save Confirmation page with your application ID number. Save this number as you will use it again to easily return to your application.



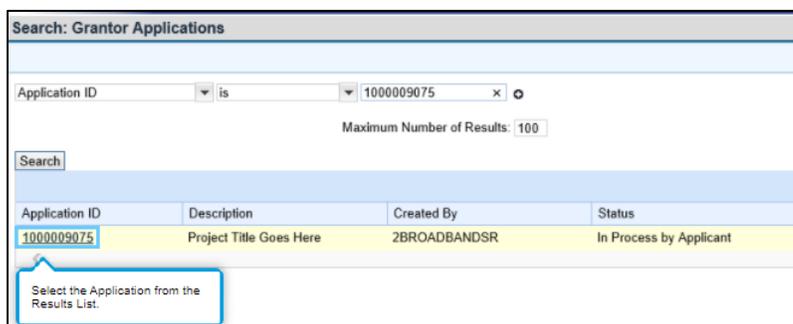
- a. To find your application later from the Grants Home page, select "Edit Existing Application."



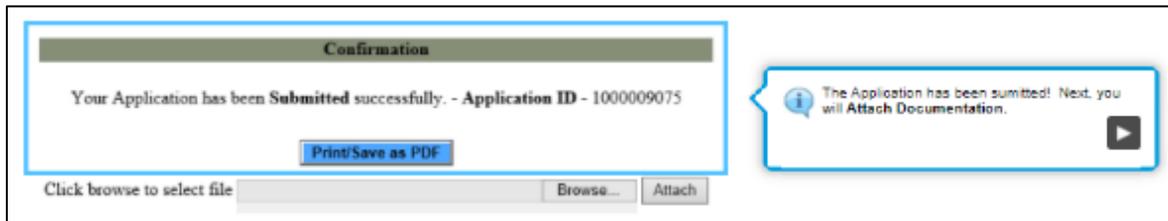
- b. Add the application ID number to the search field and click "Search."



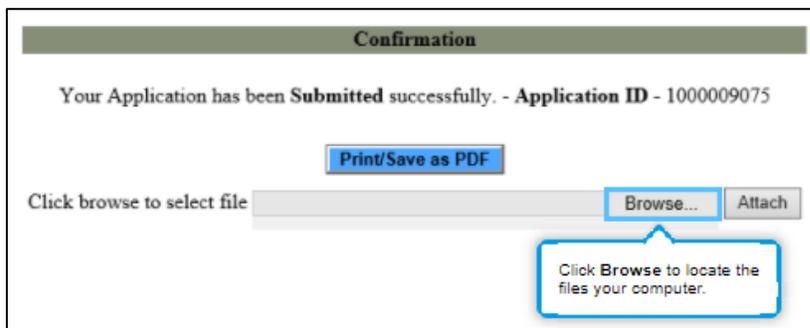
- c. On the next page, click the application ID link with the corresponding application ID number. This will return you to your application so that you can make any necessary changes prior to submission.



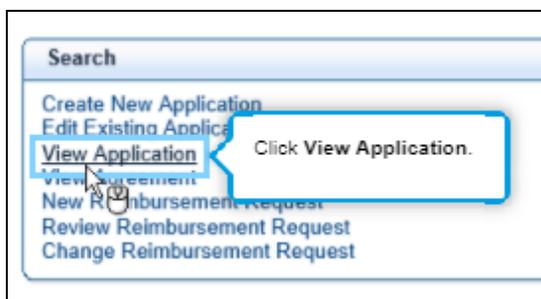
12. After clicking submit, you will see the Submission Confirmation page with your application ID number. Save this number as you will use it again to easily return to your application.



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](tel:919-707-2208)
- DOTITSAPPSupportServices@ncdot.gov

For NCID support:

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