

# **The Portal**

## **Navigating the Web-based Application**



Here is your how-to guide for submitting your application for the GREAT Grant.



## Enterprise Business Services

User \*

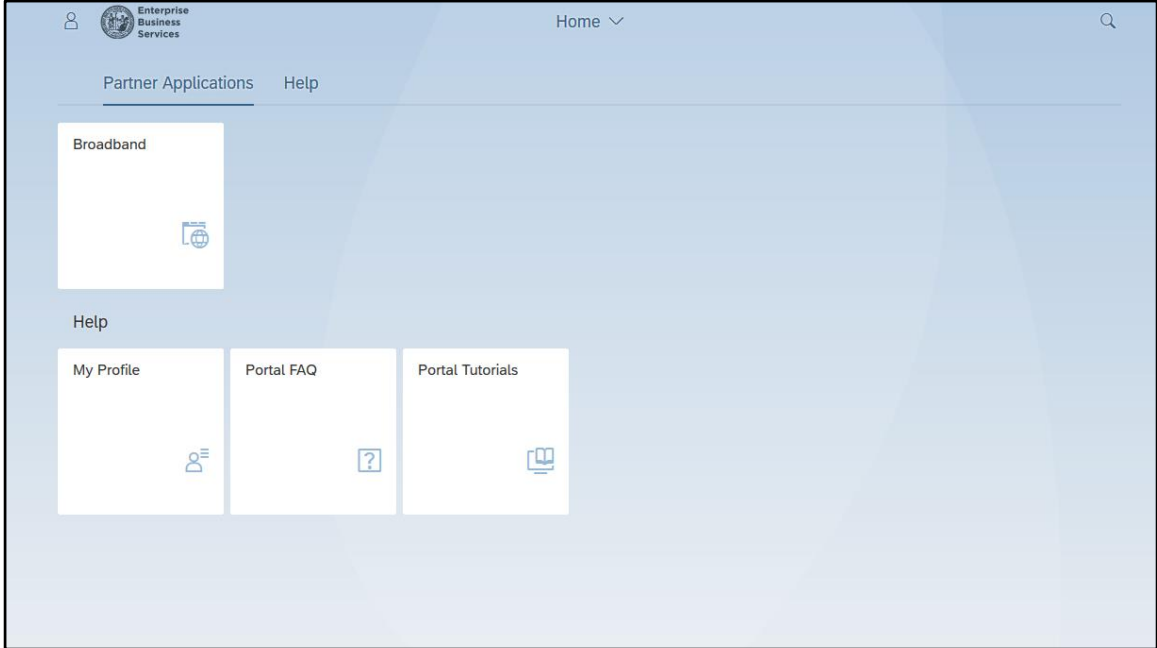
Password \*

Log On

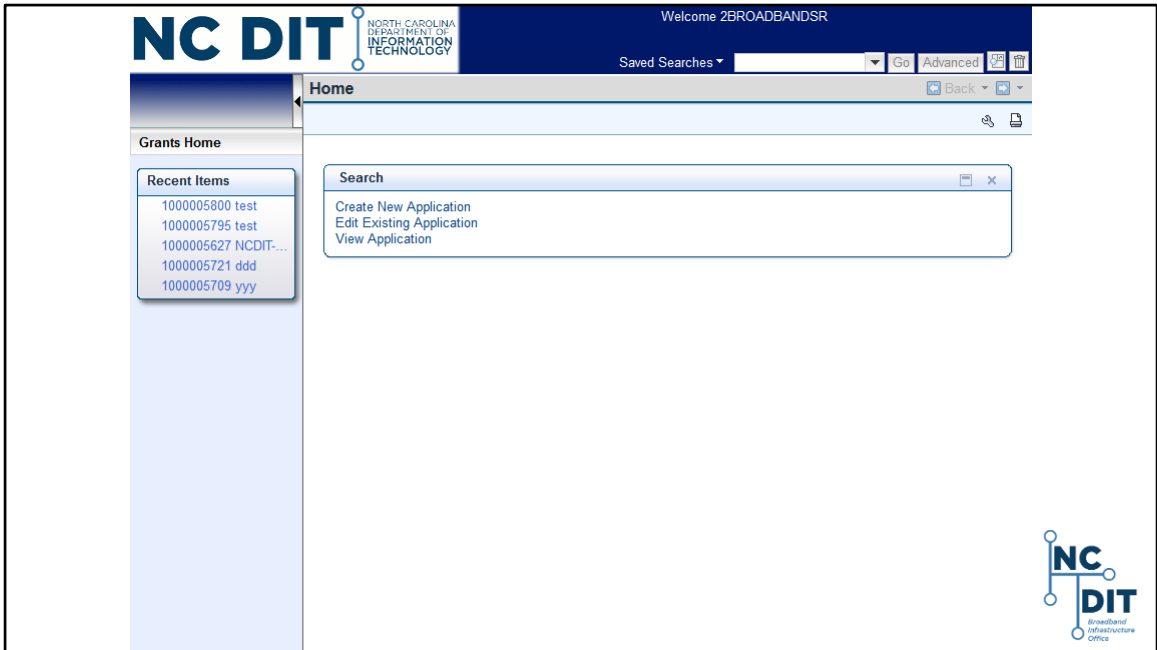
[Login Help](#) • [Browser Support](#)

Now you will arrive at the GREAT Grant program portal. Here, you will log in using the credentials you have received after your Authorization Form was filed.

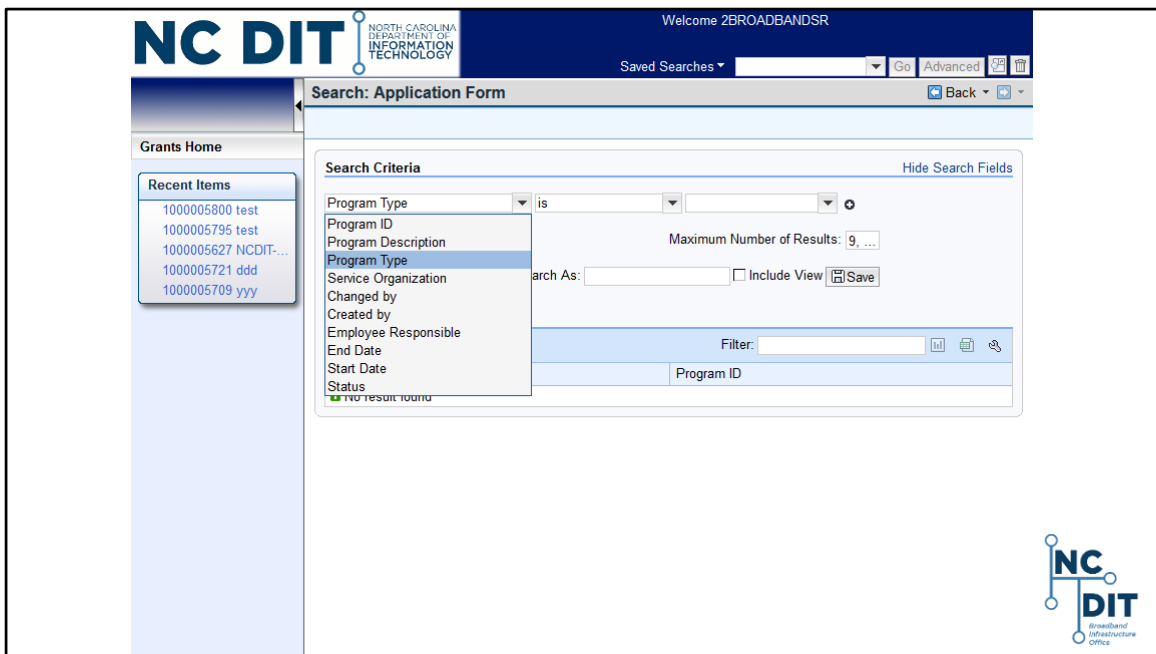
*You must use Internet Explorer.*



Once you log in, you will land on this homepage. Select “Broadband.”



Once you land on this page, you will want to select “Create a New Application” for new applications. If you have already started an application, click “Edit Existing Application” and search for your application.



On this page, in the search criteria, select “Program Type” and click search.

**Search: Application Form**

Back ▾

**Grants Home**

**Recent Items**

1000005800 test  
1000005795 test  
1000005627 NCDIT-...  
1000005721 ddd  
1000005709 yyy

**Search Criteria**

Hide Search Fields

Program Type ▾ is ▾ Rural Broadband Pr... ▾ +

Maximum Number of Results: 9, ...

**Search** Clear

Save Search As:  ☐ Include View **Save**

**Result List**

Filter:  📊 🖨️ 🔍


Application Form


Program ID

📌 No result found

**NC DIT** NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

Welcome 2BROADBANDSR

Saved Searches  Go Advanced 


**Search: Application Form** Back 

**Grants Home**

**Recent Items**




- 1000005800 test
- 1000005795 test
- 1000005627 NCDIT-...
- 1000005721 ddd
- 1000005709 yyy

**Search Criteria** Hide Search Fields

Program Type  is  Rural Broadband Pr... 

Maximum Number of Results: 9, ...

Save Search As:  ☐ Include View

**Result List** Filter:    

Application Form	Program ID
NCDIT-Rural Broadband GREAT Program	GREAT_PROGRAM_2018

Select the active GREAT Grant program from the result list.

The screenshot shows a web browser window displaying the 'New Application Form' for the NC DIT GREAT Program. The page header includes the NC DIT logo and the text 'Welcome ZEROBANDSR'. A sidebar on the left contains a 'Grants Home' link and a 'Recent Items' list with five entries. The main content area features the NC DIT logo, the program name 'NC DIT GREAT Program', and the subtitle 'Growing Rural Economies with Access to Technology Program'. A navigation bar with tabs for 'Applicant', 'Project', 'Scores', 'Budget', and 'Certifications' is present. The 'Applicant Information' section contains a link to guideline documents, a list of sections (I-VI), and a note about the enabling legislation. At the bottom, there are input fields for 'Company Name' (containing 'Verizon Wireless') and 'Address' (containing '123 Main Dr cary, NC 27519').

NC DIT

WELCOME ZEROBANDSR

New Application Form

Grants Home

Recent Items

- 1000005000 test
- 1000005795 test
- 1000005627 NCIT...
- 1000005721 add
- 1000005709 yyy

NC DIT

NORTH CAROLINA  
DEPARTMENT OF  
INFORMATION  
TECHNOLOGY

NC DIT GREAT Program

Growing Rural Economies with Access to Technology Program

Applicant Project Scores Budget Certifications

Applicant Information

Guideline documents can be 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.

Company Name\* Verizon Wireless

Address\* 123 Main Dr  
cary, NC 27519

Now you will arrive at the application for the GREAT Grant program. Complete the application fields to submit your application.



NC DIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

Welcome 2BROADBANDSR

Saved Searches [dropdown] Go Advanced [dropdown] [dropdown]

New Application Form [Back] [dropdown]

Phone Number [input] E-Mail\* [input]

Authorized Representative (Alternative)

Full Name [input] Contact Title [input]

Phone Number [input] E-Mail [input]

Grant Administrator & Company Name(if applicable):

Full Name [input] Contact Title [input]

Phone Number [input] E-Mail [input]

Website [input] Federal Tax ID [input]

Address [input]

Check Save Next >>>

NC DIT Broadband Infrastructure Office

At the bottom of the page, you will notice multiple navigation buttons. Use these carefully. The “Check” button helps you check to make sure that all of the required fields on the page have been completed. The “Save” button will save your progress and send you to the upload files page for the application. Then you will need to re-enter the application using the directions

files page for the application. Then you will need to re-enter the application using the directions above. The “Next” button allows you to navigate to through the application.

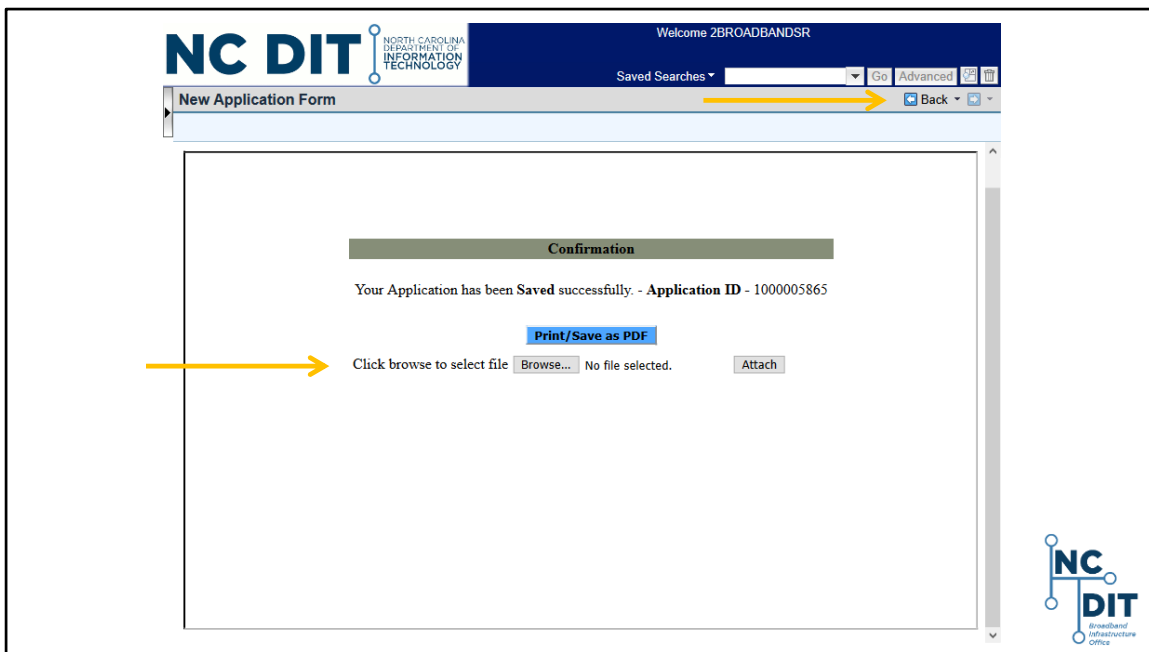
One important note here is that the Next button DOES NOT SAVE your information with the profile. Only the “Submit” button on the last page of the application and the “Save” button will save your information. There is a 30 minute timeout on the application portal. So plan your entry accordingly to avoid lost information.

The screenshot shows the 'Project Information' section of the NC DIT GREAT Program application form. The form is titled 'NC DIT GREAT Program' and 'Growing Rural Economies with Access to Technology Program'. It includes a navigation bar with tabs for 'Application', 'Project', 'Review', 'Subject', and 'Certifications'. The 'Project Information' section contains fields for 'Project Title', 'County', 'Tax #', and several text boxes for 'Estimated # of Households with improved access', 'Estimated # of Businesses with improved access', 'Estimated # of Agriculture Operations with improved access', and 'Estimated # of Community Anchor Points with improved access'. There is also a 'Project Description' field and a checkbox for 'Has the applicant entered into a partnership for this project as defined in S.L. 2019-07?'. Below this is the 'Checklist Details' section with four items: 'Statement of Qualifications', 'Assessment of the current level of broadband access', 'Description of Proposed Services and Advertised Speeds', and 'Description of Adoption Plan'. At the bottom, there is a section for 'By checking the appropriate box, you will upload the following documents:' with three items: 'Project Area & Locations to be Served', 'Technical Report', and 'Evidence of Support for the Project'. The form ends with 'Previous' and 'Next' buttons.

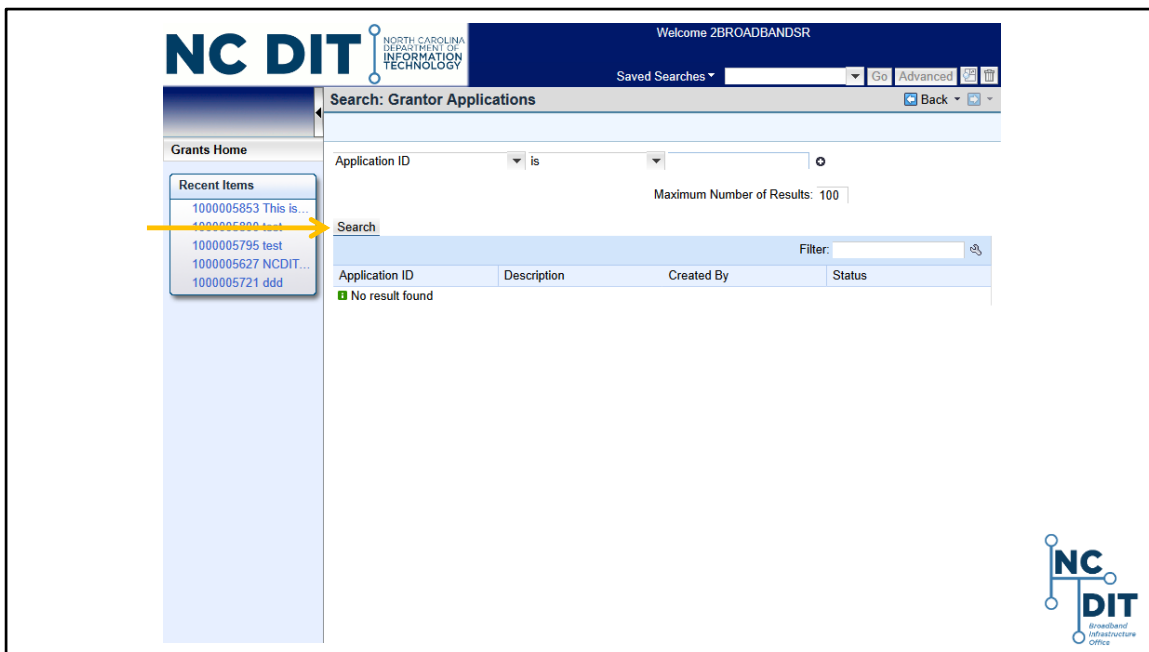
On the Project page, please add the information around the project for which you are submitting this grant application. You will have the option to upload documents on the Certifications page.



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Once on the upload page, click "Browse" to find and select your file for upload. Then click "Attach." Now, click the back button in the top right corner.



Now, you are returned to the search criteria page for Grantor Applications. Click "Search" and you will find your existing application.

**NC DIT** NC DIT GREAT Program  
INFORMATION TECHNOLOGY  
 Growing Rural Economies with Access to Technology Program

Applicant Project Scores Budget **Certifications** Grant Certifications

**Company Certifications**

1. **Overside Tax Debts** Does the Company or the Related Member(s) currently have any oversight tax debts with any City, Town or County in, or with the State of North Carolina? ☐
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? ☐
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? ☐
4. **Incentive History** Has the Company or Related Member(s) ever defaulted on an economic development grant or incentive from the State of North Carolina? ☐
5. **Creditor Liens, Litigation, Government Investigations** Has any member of management or any principal of the Company, or the Related Member(s) been involved in a financial reorganization, a bankruptcy, or other situation that not known by creditors or bond buyers, investor lawsuits, or government investigations alleging fraud or impropriety? ☐
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? ☐

**Internal 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:

1. as Authorized Representative, the signatory has been authorized to file this application by formal action of the governing body;
2. agrees that if a grant is awarded, the applicant will provide proper and timely submission of all documentation requested by the Grantor Agency;
3. 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;
4. 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
5. attests that the proposed project area is eligible.

**Authorized Representative**

Name  Title  Date

[Previous](#) [Check](#) [Save](#) [Submit](#)

**NC DIT**  
Broadband Infrastructure Office

Return to the Certification page by clicking the "Certification" tab at the top of the page. Then click "Submit." You will be notified of any errors or incomplete sections of your application. Correct any errors and submit. You are now finished with your GREAT Grant application.

## Get Help

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### GREAT Questions

- [ncbroadband.gov/greatgrant](http://ncbroadband.gov/greatgrant)
- Public Posting of FAQ
- [GREATGrant@nc.gov](mailto:GREATGrant@nc.gov)

### Application Help: SAP Support Services Team

- 919-707-2208
- [DOTITSAPSupportServices@ncdot.gov](mailto:DOTITSAPSupportServices@ncdot.gov)

### NCID Support

- [it.nc.gov/ncid/](http://it.nc.gov/ncid/)
- 919-754-6000

If you need help along the way, here are the best ways to start. If you have issues that aren't resolved through these sources, please contact us via email at [greatgrant@nc.gov](mailto:greatgrant@nc.gov).