

## **GREAT GRANT PROGRAM (FEDERALLY FUNDED)**

HOW TO SUBMIT A PROGRESS REPORT

1. After logging into EBS at <a href="https://www.ebs.nc.gov">https://www.ebs.nc.gov</a>, click "Submit Document/View Agreement."



2. In the empty search field in the line with "Agreement ID," enter the Agreement ID number for your grant. Then click "Search." If you do not know your agreement ID number, you can click "Search" and receive search results for all the agreements to which you have access.

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Archive Search					
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No result found	·			· · · · · · · · · · · · · · · · · · ·	

**3.** Next, select the agreement ID number that corresponds with the project for which you are submitting a report.\*

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**4.** Now that you've landed on your agreement page, click "Submit Documents" at the top of the page.\*

preement: 2000035868,					
Save   X Cancel    Subm	it Documents   2 Refresh			6	
Agreement Overview	<b></b>				
		Application Amounts			
General Data		Authorized Amou	unt: 856,932.00 USD		
Program ID/Desc.:	GREAT_PROGRAM_2018_19 / Rural Broadband	Billing Req. Amor	unt: 683,727.94 USD		
Grantee ID/Name:	2000003991	NC Grants Data			
Location Address:	Phillips 248-120 (2012)	NC Grants	ID:		
Start Date:	07/15/2019	NC Grants Indica	tor:		
End Date:	07/15/2024	NCAS Vendor Gro	up: 01		
Description:	strain well within to display Lower, Anna	NGO FI	lag: 🔲		
Division of Agency:		NCAS Details			
Service Type:	For-Profit Non-governmental Organizations	NCAS Account k	ey: BROADBAND GRANTS-NGO-FY 2	018-2019 (R	
Tran Type - NCGrants:	Project Grants	GL Account: 536E	01 Expense Compa 410	02	
NC Grants Contract N:		Expense Center: 2202	R0017 NCAS Budget C 24	667	
DUNS Number:		Status			
Funding Source:	State	Employee Responsit	ble: Jeff Sural		
Optional Agency Text		Posting Da	ate: 11/27/2019		
County.	Revenue and American Street Stre	Last Changed By/	On: WF-BATCH / 01/07/2021		
Broadband Contracted #'s		Stat	tus: Approved		
Households Served:					
Businesses Served:					
Agricultural Operations:					

**5.** Here you will be able to submit documents to the Broadband Infrastructure Office related to your grant. Begin by selecting the document type from the drop down.

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General Data	References
ID: * Document Type: Agreement Reference Progress and Final Report Forms Other Document Reference: Grantor Agreement	Account: Contact: Employee Responsible. Change Status to Submit
Agreement Number: 2000035868	Aure Status.
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Actions Transaction Transaction Type	Date
2000035868 Rural Broadband Agreement	11/27/2019

## 6. Next, select "Choose Files" to select the file you want to upload. Then, click "Upload."

Task Details 2/Edil						
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7. Now, choose "Save and Back," "Save," "Submit," or "Cancel." You are not required to save prior to clicking "Submit."

]Save and Back ☐Save	Submit   X Cancel				
+ Task Details 2000					
General Data			References		
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Agreement Reference	Annual Reports Progress and Final Report Forms		Employee Responsible. Change Status to Submit	and from	
	Other Document Reference: Grantor Agreement it Number: 2000035868	*	Active Status:	In Process	
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**8.** After clicking "Submit," you will be prompted with a pop-up asking you to verify that you would like to submit the document to the Office. After clicking "Yes," you will receive a notification at the top of the document upload page that says "Transaction [99999] saved" which will confirm that the document has been uploaded and submitted.

General Data	References
ID: * Document Type: Annual Reports	Account Contact: Employee Responsible: Change Status to Submit
Reference: Grantor Agreement	Submit - Profile 2 - Microsoft Edge - X
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No result found     Transaction History Subsequent Assignment	Filter: 📶 🗐 🔍 👄

**9.** After submitting a document, a member of the Broadband Infrastructure Office team will receive a notification that a new document has been submitted for a contract. That team member will acknowledge receipt, and you will receive a notification that the document has been received and reviewed.

\*Information used is for demonstration purposes only and does not reflect any existing or future agreements with the state of North Carolina.