



GREAT GRANT PROGRAM (Federally Funded)

PROJECT PROGRESS REPORTING

July 10, 2023

PROJECT PROGRESS REPORTING AGENDA

1. Welcome and GREAT grant updates - Angie Bailey
2. General project progress reporting overview - Susan Miller
3. Submitting project progress report form - George Collier
4. Project progress report form review - Susan Miller
5. Questions

GENERAL PROGRESS REPORTING OVERVIEW

1. Grant Agreement Section 2.3.d. (for 2-party agreements) and Section 2.4.d. (for 3-party agreements)
2. Exhibit D - reporting schedule
3. Exhibit E - progress report template
4. Progress reports must be submitted in EBS as a PDF file
5. Progress reports WILL be published publicly online and should NOT contain confidential/proprietary information
6. The latest versions of the progress report template and instructions are posted online: www.ncbroadband.gov/great-federal-management
7. Dashboard and coordination with counties

SUBMITTING PROJECT PROGRESS REPORT

1. Requires Enterprise Business Services (EBS) access
2. Submit a progress report in EBS

EBS ACCESS REQUEST PROCEDURE

1. Register for an NCID Account:

<https://ncid.nc.gov>

If you already have an NCID, continue with step 2

- a. Click **Register!**
- b. Select **Individual** from the following categories

NCID
NCID

Username

Password

NCID Login

Forgot Username
Forgot Password
Unlock Account

Need Help? Register!

**Create
only one NCID
per individual.**

NCIDs must be for a specific individual!

- Do not select Business.
- Enter *your* First, Middle and Last Name.
- NCIDs can be linked to multiple businesses/organizations in EBS.
- Do not create an account on behalf of someone else.
- Shared business or organization NCIDs will not be accepted for EBS use.

North Carolina Identity Management

NCID

New User Registration

Please indicate your user type from one of the following categories:

b.

Individual	Request access to the State of North Carolina services as an individual or citizen.
Business	Request access to the State of North Carolina services on the behalf of a business.
State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.

EBS ACCESS REQUEST PROCEDURE

2. Complete an EBS Access Request Form:

www.ebs.nc.gov/sap/crmaccess/index.html

- Select **Agency** responsible for the grant.
- Enter **NCID Username**.
- Enter current (EBS) **User ID** (if applicable).
- Complete remaining **User Information**:
Name as found on the NCID; Organizational information; Individual's phone/email;
List additional business information in the Comments section
- Select **Role**.
- Complete **Code Verification**.
- Click **Submit**.

Your request will be rejected if:

- Your NCID does not exist.
- Your First, Middle and Last Name do not exactly match your NCID.
- NCIDs can be linked to multiple businesses/organizations in EBS.

Enterprise Business Services (EBS) External Access Request Application

User ID Information

Agency:*
COUNCIL FOR WOMEN & YOUTH INVOLV **a.**

Enter your valid NCID Username below:*
 b. If you do not have an NCID. Click on this link to create one.

If you already log into ebs.nc.gov (Enterprise Business Services), enter your current User ID:
 c.

Last Name:*

First Name:*

Middle Name:

Organization Name (Legal Name of Entity - Registered with the NC Secretary of State):*

Organization Name 2 (DBA):

Organization Address:*
No P.O. Box...

City:*

State (select from drop down):*

Zip Code:*

Phone:*

Email:*

Company/Business Tax ID:*

Comments:

Select Role(s) and/or Action(s)
 e.

Click the generate button to create a code:

Copy or type the code in the box :*
 f.

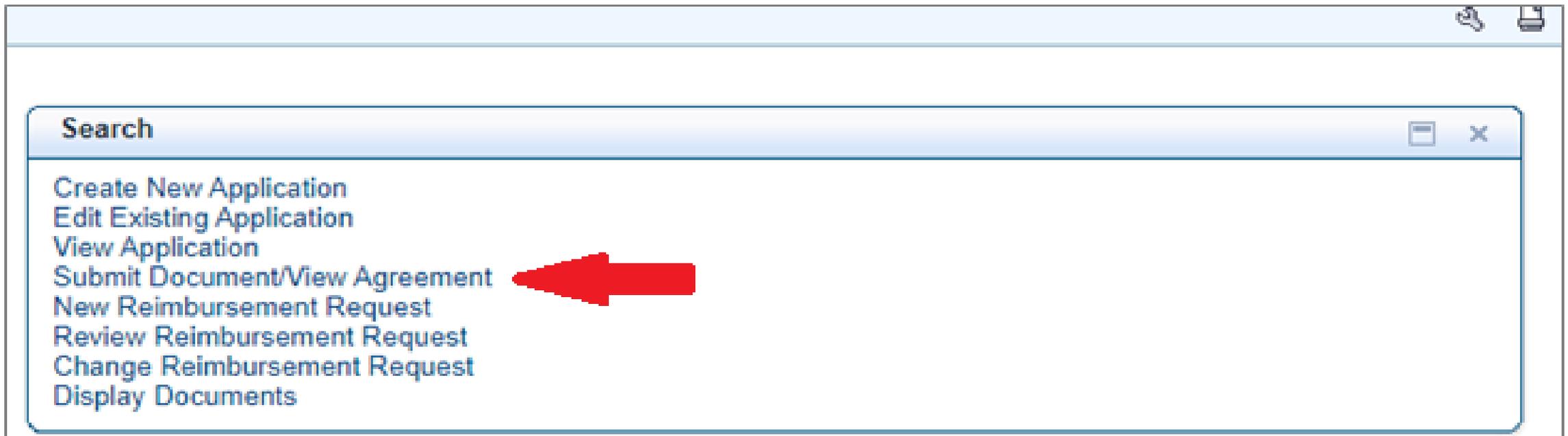
g.

d.

Your NCID, Name and Email must match the NCID exactly!

HOW TO SUBMIT A PROGRESS REPORT IN EBS

1. After logging in, click "Submit Document/View Agreement."



HOW TO SUBMIT A PROGRESS REPORT IN EBS

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.

Search: Grantor Agreements Back

Archive Search

Search Criteria [Hide Search Fields](#)

Agreement ID is

Program ID is

Maximum Number of Results:

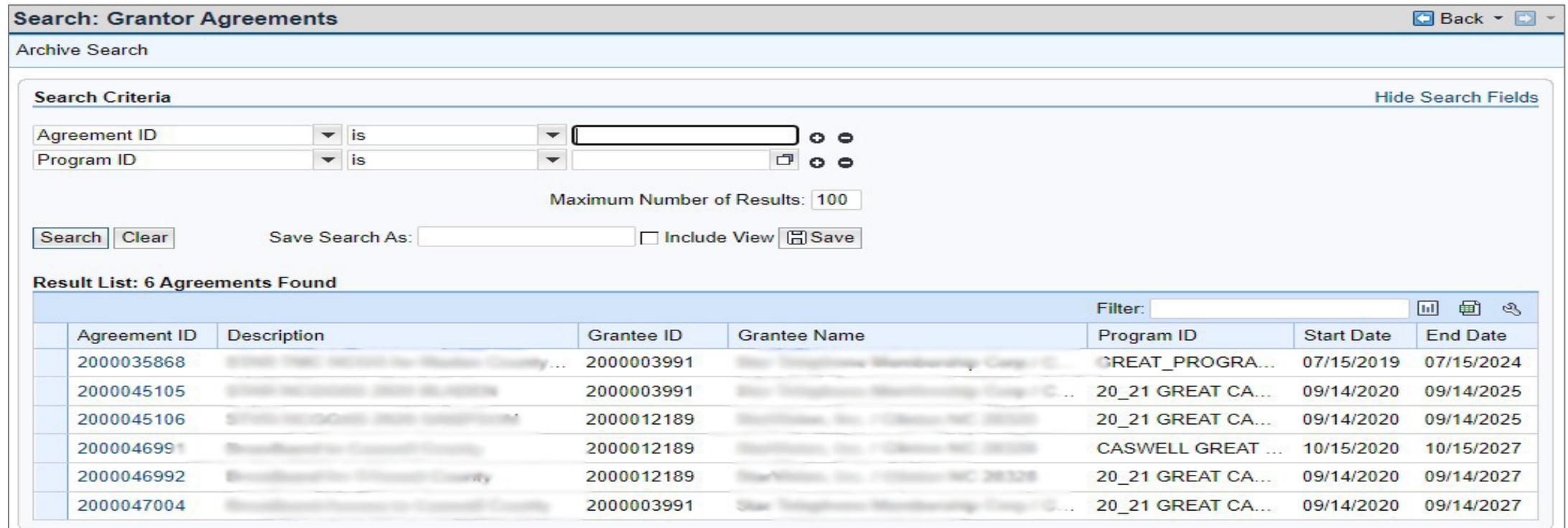
Save Search As: Include View

Result List

Agreem...	Description	Grantee...	Grantee Name	Program ID	Start ...	End ...
No result found						

HOW TO SUBMIT A PROGRESS REPORT IN EBS

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



Search: Grantor Agreements Back

Archive Search

Search Criteria Hide Search Fields

Agreement ID is

Program ID is

Maximum Number of Results:

Save Search As: Include View

Result List: 6 Agreements Found

Filter:

Agreement ID	Description	Grantee ID	Grantee Name	Program ID	Start Date	End Date
2000035868	...	2000003991	Star Troopers Membership Org (C...	GREAT_PROGRA...	07/15/2019	07/15/2024
2000045105	...	2000003991	Star Troopers Membership Org (C...	20_21 GREAT CA...	09/14/2020	09/14/2025
2000045106	...	2000012189	Star Wars, Inc. (C) NC 20128	20_21 GREAT CA...	09/14/2020	09/14/2025
2000046991	...	2000012189	Star Wars, Inc. (C) NC 20128	CASWELL GREAT ...	10/15/2020	10/15/2027
2000046992	...	2000012189	Star Wars, Inc. (C) NC 20128	20_21 GREAT CA...	09/14/2020	09/14/2027
2000047004	...	2000003991	Star Troopers Membership Org (C...	20_21 GREAT CA...	09/14/2020	09/14/2027

HOW TO SUBMIT A PROGRESS REPORT IN EBS

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.

The screenshot displays the 'Task Details' form in the EBS system. The 'Document Type' dropdown menu is open, showing the following options: Annual Reports, Progress and Final Report Forms, and Other Document. The 'Reference' dropdown is set to 'Grantor Agreement' and the 'Agreement Number' is '2000035868'. The 'Active Status' is 'In Process'. The 'Attachments' section shows 'No result found' and the 'Notes' section also shows 'No result found'. The 'Transaction History' table is visible at the bottom.

Actions	Transaction	Transaction Type	Date
	2000035868	Rural Broadband Agreement	11/27/2019

HOW TO SUBMIT A PROGRESS REPORT IN EBS

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

The screenshot displays the EBS system interface for submitting a progress report. The main form is titled "Task Details" and includes sections for "General Data", "References", "Attachments", "Notes", and "Transaction History".

General Data:

- ID: [Text Field]
- Document Type: [Dropdown Menu] (Expanded menu options: Annual Reports, Progress and Final Report Forms, Other Document)
- Agreement Reference: [Text Field]
- Reference: Grantor Agreement [Dropdown Menu]
- Agreement Number: 2000035868 [Text Field]

References:

- Account: [Text Field]
- Contact: [Text Field]
- Employee Responsible: [Text Field]
- Change Status to Submit: [Text Field]
- Active Status: In Process [Dropdown Menu]

Attachments:

- Attachment [Icon]
- URL [Icon]
- With Template [Icon]
- Advanced [Icon]
- Filter: [Text Field]
- No result found [Message]
- Upload Document(s) From Local Ha... [Text]
- Choose Files [Button]
- No file chosen [Text]
- Upload [Button]

Notes:

- New [Icon]
- Filter: [Text Field]
- No result found [Message]

Transaction History:

Actions	Transaction	Transaction Type	Date
	2000035868	Rural Broadband Agreement	11/27/2019

HOW TO SUBMIT A PROGRESS REPORT IN EBS

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

The screenshot displays the EBS system interface for submitting a progress report. The top navigation bar contains four buttons: "Save and Back", "Save", "Submit", and "Cancel", which are circled in red. Below this, the "Task Details" section is visible, divided into "General Data" and "References".

General Data:

- ID: [Text Field]
- * Document Type: [Dropdown Menu] (Options: Annual Reports, Progress and Final Report Forms, Other Document)
- Agreement Reference: [Text Field]
- Reference: Grantor Agreement [Dropdown Menu]
- Agreement Number: 2000035868 [Text Field]

References:

- Account: [Text Field]
- Contact: [Text Field]
- Employee Responsible: [Text Field]
- Change Status to Submit: [Text Field]
- Active Status: In Process [Dropdown Menu]

Below the form, there are sections for "Attachments" and "Notes", both showing "No result found". The "Attachments" section includes a "Choose Files" button and an "Upload" button. The "Notes" section includes a "New" button.

At the bottom, the "Transaction History" section shows a table with the following data:

Actions	Transaction	Transaction Type	Date
	2000035868	Rural Roadhand Agreement	11/27/2019

HOW TO SUBMIT A PROGRESS REPORT IN EBS

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.

The screenshot displays the EBS system interface for submitting a progress report. The main form is titled "Task Details" and includes the following sections:

- General Data:** ID: [text input], Document Type: Annual Reports (dropdown).
- Agreement Reference:** Reference: Grantor Agreement (dropdown), Agreement Number: 2000035868.
- References:** Account: [text input], Contact: [text input], Employee Responsible: [text input].
- Change Status to Submit:** Active Status: In Process (dropdown).

Below the form, there are sections for Attachments, Notes, and Transaction History, all showing "No result found".

A confirmation pop-up window is overlaid on the form, titled "Submit - Profile 2 - Microsoft Edge". The URL is [https://qcr.ebs.nc.gov/sap\(===\)/bc/bsp/sap/bsp_wd_base/popup_...](https://qcr.ebs.nc.gov/sap(===)/bc/bsp/sap/bsp_wd_base/popup_...). The pop-up asks "Do you really want to Submit?" with "Yes" and "No" buttons.

PROGRESS REPORT FORM REVIEW

LIVE DEMO

Progress report template and instructions are posted online:

www.ncbroadband.gov/great-federal-management

FUTURE PROJECT PROGRESS REPORTING

- The Broadband Infrastructure Office may change the progress report in the future as needed
- We also welcome input on future changes once the July 15, 2023, reports have been submitted

QUESTIONS?

Place your questions in the chat feature now.

Visit the Division's website to learn more: www.ncbroadband.gov/great-federal-management

CONTACT INFORMATION



www.ncbroadband.gov

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