GREAT GRANT PROGRAM (FEDERALLY FUNDED)

INSTRUCTIONS FOR SUBMITTING A REIMBURSEMENT REQUEST IN EBS

ISSUED DEC. 8, 2023

TABLE OF CONTENTS
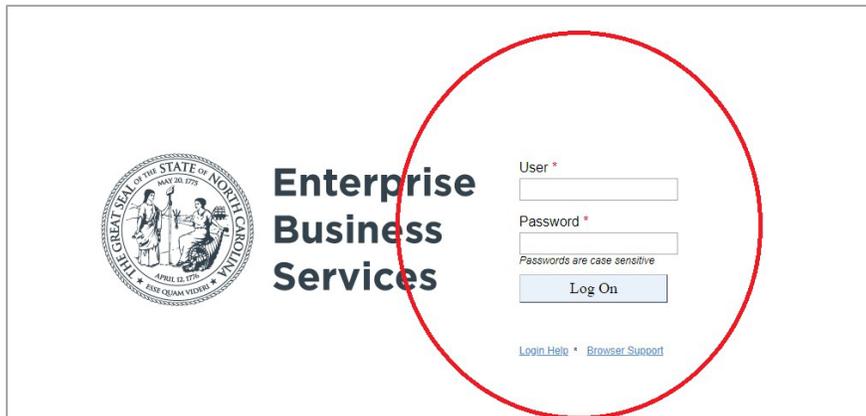
Submitting a New Payment Request

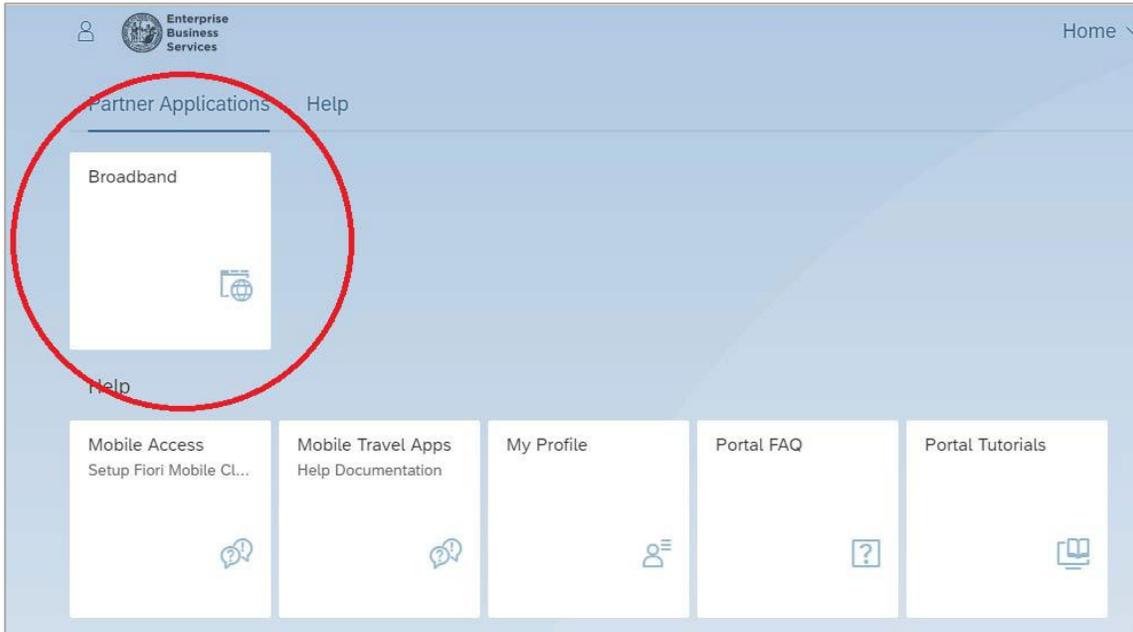The preferred browser is Internet Explorer or Google Chrome. Please allow for pop ups.

Please enter the username and password that was used for the Application Portal.
1. Go to website: https://ebs.nc.gov
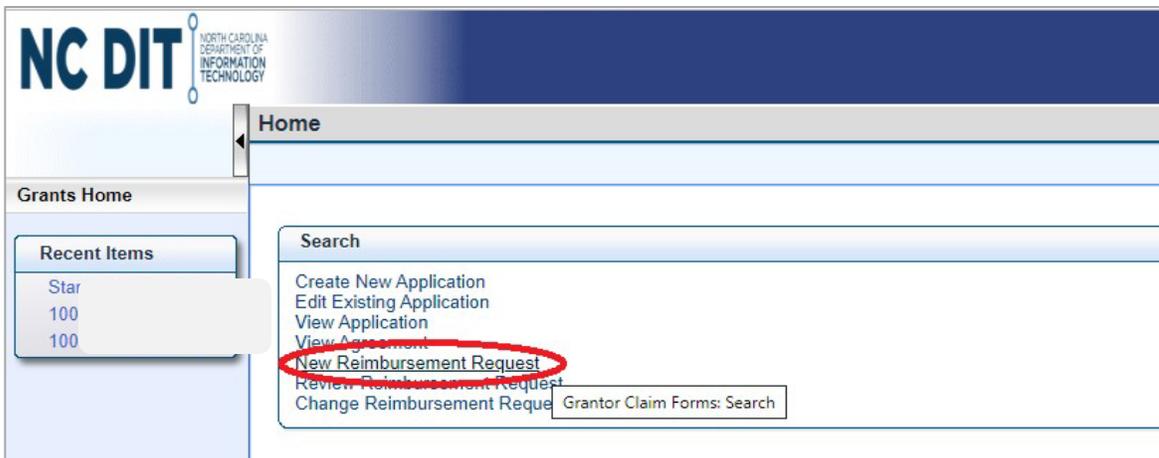2. Enter username and password and click on Log On.

3. Click on Broadband - there should be a pop up.

4. Click on New Reimbursement Request.

5. Click on Search.

6. Each contracted grant will appear in the "Agreement ID" column. Under the column "Claim Form," click on NCDIT-Rural Broadband GREAT Program.

7. The Claim Form Should appear along with your contracted budget.
Double check your budget in the Grant Agreement. Now fill in the highlighted blue boxes. You may need to use the scroll bar on the right side to move the page up and down.

8. Once you enter the appropriate figures in the blue boxes, click on Check to verify you have met the required match and are requesting the appropriate grant amount. If there is any issue with the match amount or if you receive a message from EBS about the match amount, please contact your assigned grant manager.

IMPORTANT: if you would like to save and come back to it later, press Save. See the Separate Instructions on how to access your payment request after you save it.

9. After checking, you may now click Submit.

10. If done correctly, the next page is a confirmation page. At this page you can, click Choose File to upload back up documentation.

11. Then click on Attach. If done correctly, you will have a confirmation.

New Claim Form

<div style="text-align:center">

Confirmation

Claim has been **Submitted** successfully. - **Claim ID** - 3000118756

Click browse to select file [Choose File] No file chosen   [Attach]

Documents successfully uploaded.

</div>

Verifying a Submitted Payment Request

If you want to verify the correct submittal of the requisition and supplemental documents immediately after receiving confirmation, please start at Step 1.

If you want verify the correct submittal of the requisition and supplemental documents after logging on to the system from https://ebs.nc.gov, please go to Step 2.

1. At the confirmation screen, click on Grants Home.
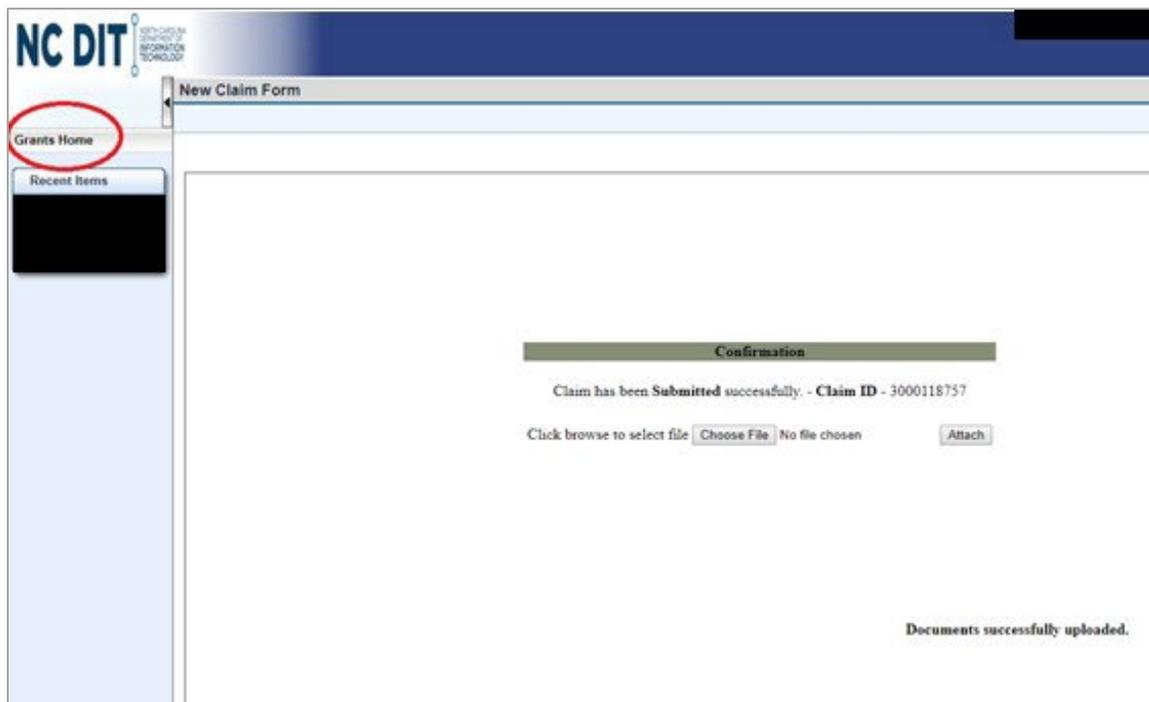
2. Then click on Review Reimbursement Request.
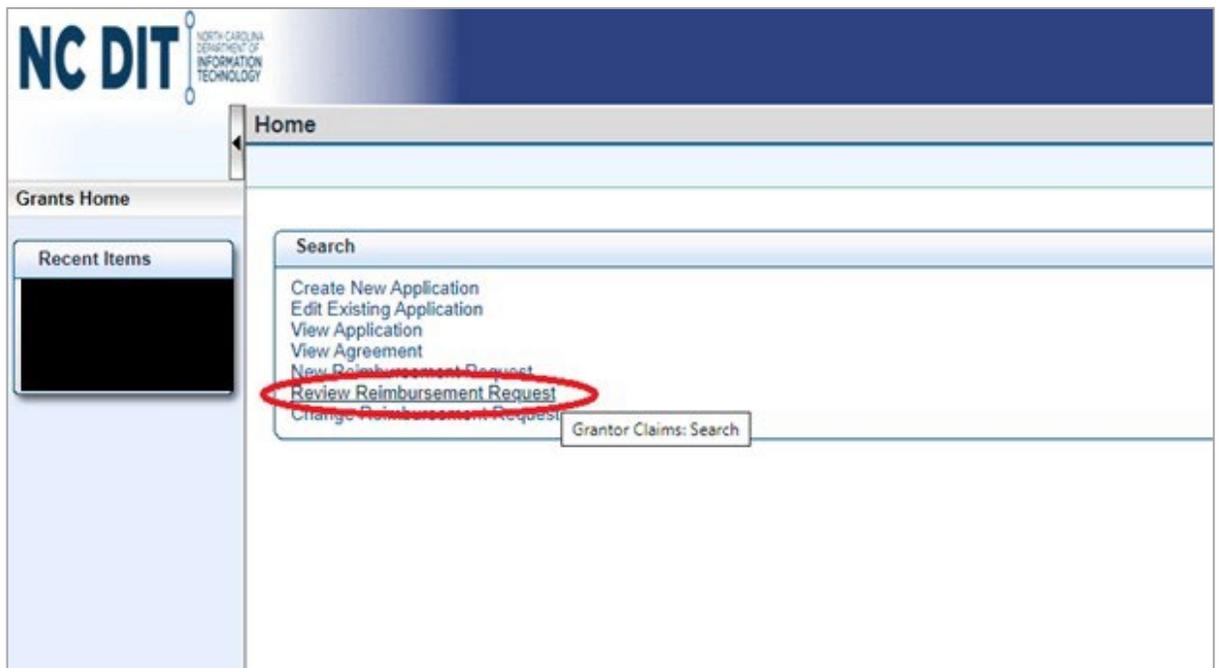
3. Under the Status column, locate the record identified as Submitted, and click on that record under the Claim ID column.
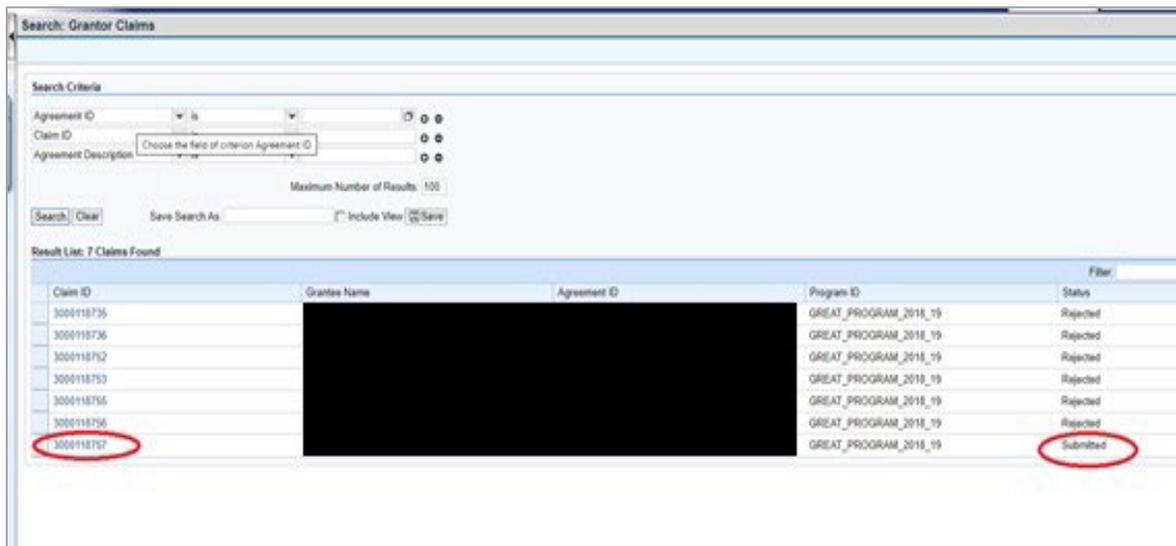
4. On the current page, you can review the reimbursement requests and attachments. Where there is an arrow, you can open that box to review the contents.

Accessing a Saved (Non-Submitted) Payment Request

1. At the home screen – You will need to click on Change Reimbursement Request.
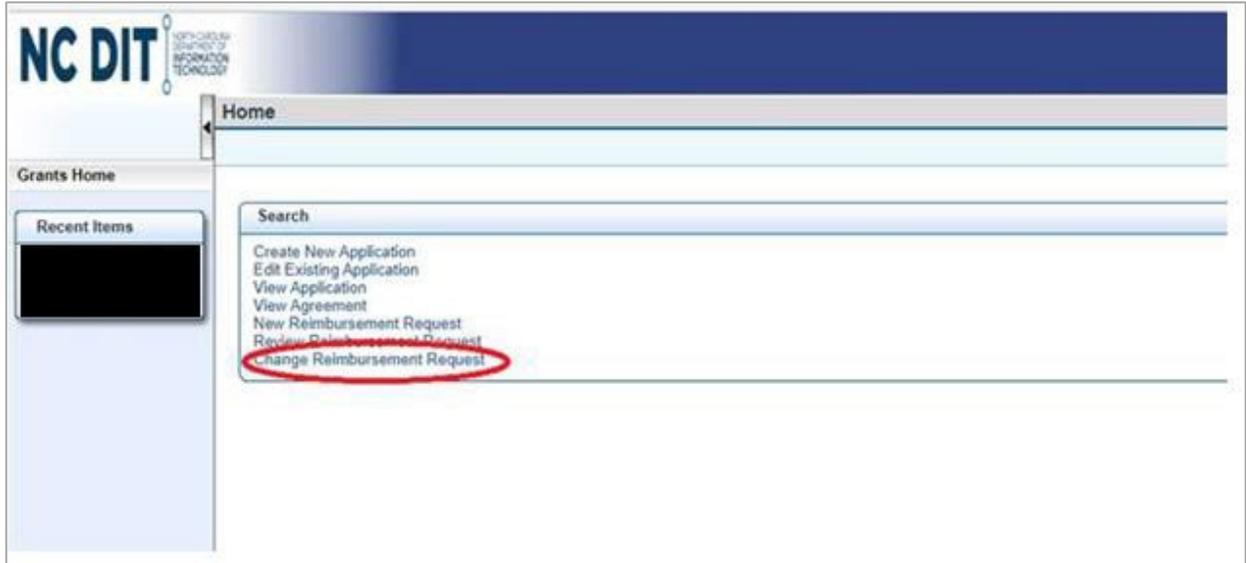
2. Click Search.
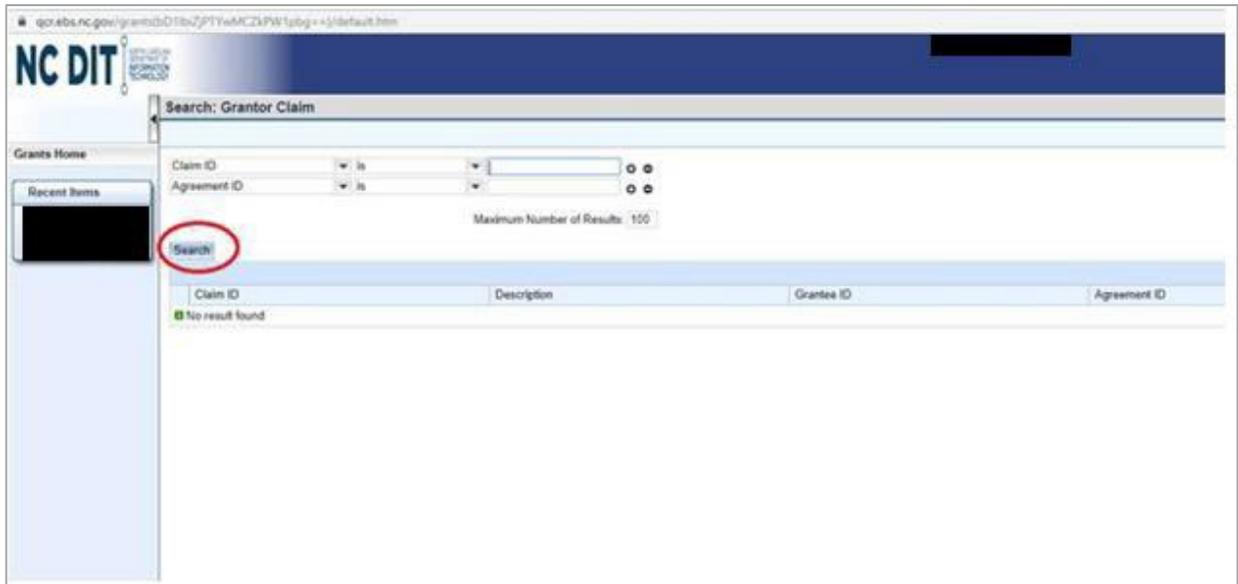
3. Locate the record that states In Process by SR in the Status column, click on the corresponding Claim ID.
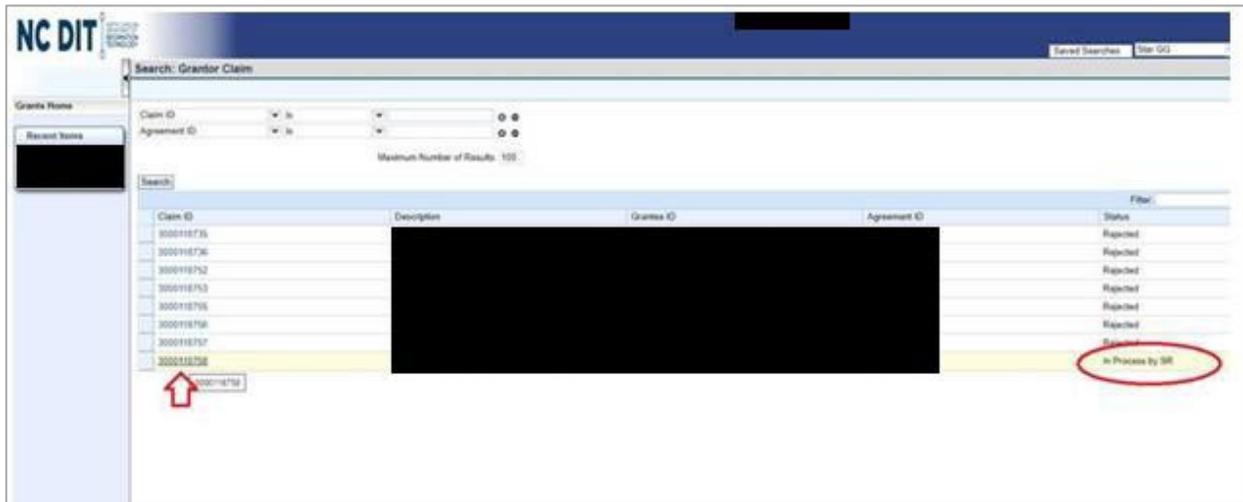
4. Review the next page, click on Check to verify you have met the required match and are requesting the appropriate grant amount.

5. If all is accurate, click Submit.
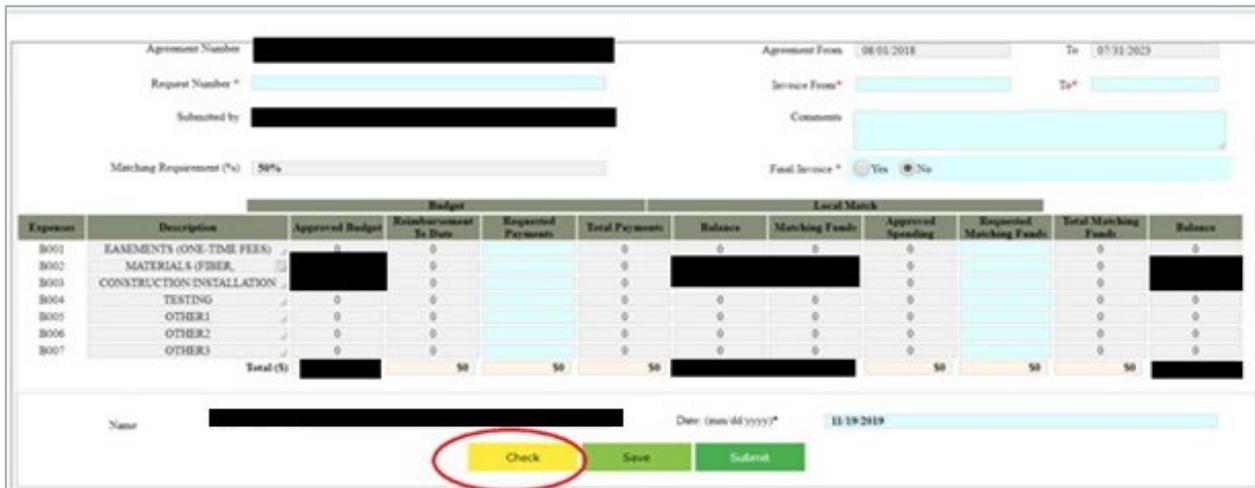
Definitions

- GREAT Program (Federal) Claims Status Definitions in EBS:
    - In Process by Grantee – This is not an official submission of the claim. Grantee is only working on the claim reimbursement request.
    - Submitted – Grantee submitted claim
    - Returned to Grantee – Grant Manager returned claim to Grantee for revisions. Grantee keeps the current claim number and can revise as needed. Must resubmit in the EBS.
    - Rejected - Grant Manager rejects the claim and the Grantee begins the claims process from the start. A new claim number is created and all supporting documents must be uploaded to the new claim.
    - Returned to L1 – Claim has been returned to Grant Manager (L1)
    - BIO Financial Review Approved – Status that indicates the claim reimbursement has been approved by (L1)
    - Returned to L2 – Claim has been returned to Technical Analyst (L2)
    - BIO Project Compliance Approved – Status that indicates the claim reimbursement has been approved by (L2)
    - Returned to L3 – Claim has been returned to BIO Director (L3)
    - BIO Director Approved – Status that indicates the claim reimbursement has been approved (L3)
    - Fiscal Approved – Status that indicates the claim reimbursement has been approved
    - Invoice Paid – All levels of review are complete, and the State has paid the grantee for the claim amount.

- Claim Form Definitions from the section that the Grantee completes
    - Program ID/Description: Funding round for the awarded project
   - Recipient ID/Description: EBS generated ID for the grantee
    - Agreement Number: EBS generated grant agreement number
    - Request Number: Identifies the number of requests submitted as of the current request.
    - Matching Requirement (%): Percentage of the minimum match amount required by the grantee. The match requirement must meet or exceed the identified percentage.
    - Project Description: Project Title generated by the grantee that was created during the application phase
    - Billing Address: Grantee Address generated during the application phase
    - Agreement From: Effective Date of the Grant Agreement – Verify with the signed agreement
    - Invoice From: Dates of the invoices submitted with current claims reimbursement request
    - Comments: Comments submitted with the request generated by the Grantee

- o Final Invoice: Option chosen by the Grantee to determine if this claim is the last one.
- o Budget Table must be consistent with the approved budget in the Grant Agreement. The Definitions are as follows:
  - Budget (column): The approved line items for the State's portion of the budget. Must match the approved budget in the Grant Agreement.
  - Local Match (column): The approved line items for the ISP's portion of the budget. Must match the approved budget in the Grant Agreement.
  - Expenses (column): Generated by EBS during the Agreement creation.
  - Description (column): Eligible line items created by the representative who created the Agreement. Line items must be consistent with budget table in the approved budget in the Grant Agreement.
  - Approved Budget (column): The approved budget for the respective line item.
  - Reimbursement to Date (column): The amount for each line item approved to date.
  - Requested Payments (column): The amount of the current request by line items. The Total ($) in this column is the total requested amount for this claim.
  - Total Payments (column): Reimbursements to date plus Requested Payments
  - Balance: Balance Remaining for each approved line item and Total ($).
  - Matching Funds (column): The approved budget for the respective line item.
  - Approved Spending (column): Previously reported matching funds.
  - Requested Matching Funds (column): The amount of the matching funds reported for the current request.
  - Total Matching Funds (column): Approved Spending plus Requested Matching Funds. Total reported matching funds as of the current request.
  - Balance: Required matching funds that must be expended for the project. Balance remaining for each approved line item and Total ($).