**Completing Access to Broadband (CAB) Program  
Key Personnel Form**

The purpose of this document is for the respondent to determine and identify the responsibilities of its representatives involved in administering CAB project(s). This document will establish the appropriate contacts from the respondent, assign responsibility, and delegate authority to appropriate staff to ensure compliance with the executed contract.

The project contacts table on page two may be edited and additional rows may be added as needed by the user.

**Definitions**

**Respondent Name:** Legal name of the respondent as indicated in the submitted application.

**Application #:** The application number assigned by the Enterprise Business Service (EBS) online application portal at the time of the SOW response submission. You may also reference the application number in the award letter.

**Unique Entity Identifier (UEI):** Respondent must have an active Unique Entity Identifier. At the time of application, the identifier was referred to as the System Award Management (SAM) ID and used the DUNS number as part of the registration process. The SAM.gov transitioned from using DUNS numbers to the UEI on April 4, 2022. If your organization does not have a UEI, please register or update your information at [sam.gov/content/entity-registration](https://sam.gov/content/entity-registration).

**Principal:** The person that has the authority to enter a legally binding contract with the state of North Carolina.

**Legal Counsel**: The person that serves as legal counsel on behalf of the company and will review the contract from the N.C. Department of Information Technology.

**Fiscal Representative:** The person that will submit claims for reimbursement.

**Authorized Representative:** The person that is responsible for certifying and submitting progress report documentation.

**Construction Manager and/or Engineer:** The person that is responsible for questions about the construction of broadband infrastructure.

**Authorized User(s) for the EBS Portal:** The person that has access to the Enterprise Business Services (EBS) portal. Please ensure that the authorized user has a valid NCID username and password. Register for an NCID at [ncid.nc.gov/idmdash/#/default](https://ncid.nc.gov/idmdash/#/default). In addition, ensure that the user has received authorization to access the EBS. Register to access EBS at [ebs.nc.gov/sap/crmaccess/index.html](http://www.ebs.nc.gov/sap/crmaccess/index.html).

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| **Respondent Name:** |  |
| **Application#:** |  |
| **Unique Entity Identifier (as registered with SAM.gov):** |  |
| **Fiscal Year-End Date:** |  |

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| **Responsibility** | **Full Name, Title** | **Contact Information**  **Business Name**  **Mailing Address**  **Email Address and Phone** |
| Principal |  |  |
| Legal Counsel |  |  |
| Fiscal Representative |  |  |
| Authorized Representative |  |  |
| Construction Manager and/or Engineer |  |  |
| Authorized User(s) for the Enterprise Business Services (EBS) on-line portal |  |  |
| Reserved for other representatives |  |  |