NCDIT

NORTH CAROLINA
DEPARTMENT OF
INFORMATION
TECHNOLOGY

Stop-Gap Solutions Program
Application Instructions
for Utilizing EBS

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How to Complete an Enterprise Business Services (EBS) Registration Form

The Broadband Infrastructure Office utilizes the Enterprise Business Services (EBS) platform for the submission of grant applications and for grant program management. Each member of an applicant organization must have an approved, unique NCID and EBS registration completed and approved to gain access to the application and grant management portal.

Please follow the below instructions to register team members to participate in NCDIT grant programs.

1. Verify that the team member who needs access to the system has a unique NCID account registered. All team members are required to have their own NCID user account created to register for funding programs.
    Register for an NCID at https://ncid.nc.gov/idmdash/#/default.

2. Complete the Enterprise Business Services (EBS) Registration Form at https://ebs.nc.gov/sap/crmaccess/index.html. These forms grant team members specific access to agreements and applications within the system.

3. We will review the submitted information and verify the:

    a. Corporate name against the Secretary of State's Corporation Search registry.

    b. Company's eligibility for participation through the Office of State Budget Management Suspension of Funds list.

4. Upon approval, the N.C. Department of Transportation will review your submitted information, register it with the Secretary of State's Office and notify your team members that the user authorization is in place.

5. Our team will then create the new user account within the grant management portal and notify new users when they are able to log into the portal.

If you require support during this process, please visit https://ncbroadband.gov/contact to connect with a member of our staff.

Getting Logged in the First Time

1. First, visit the EBS grant portal at https://www.ebs.nc.gov/irj/portal#Shell-home. The login credentials you will use are the login credentials you created when you registered for your NCID. Each user, not organization, is required to have a unique NCID, rather than one NCID for the entire organization.

2. On the next screen, click the "Broadband" box at the top of the screen below "Partner Applications."
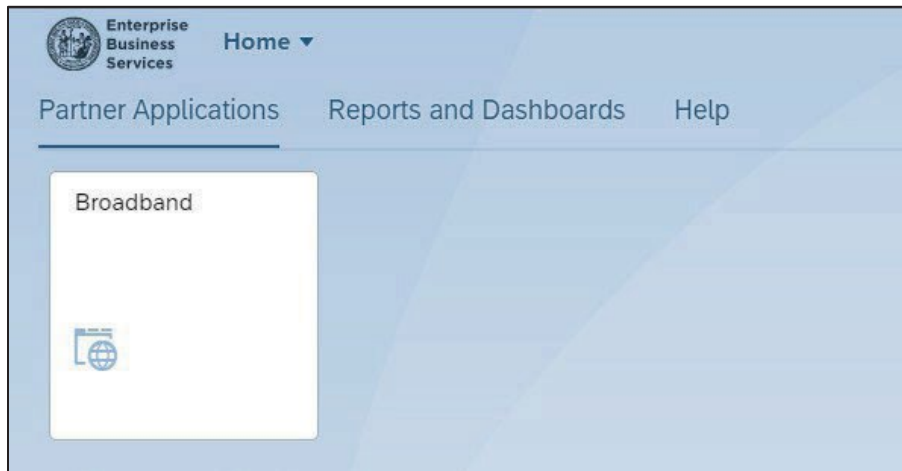
3. You will next see a popup with the various available options, like the screen below. You are now ready to begin interacting with the system to manage your grant.

4. Here's what you can access from each of the options:

- <u>Create New Application</u>: Create a new proposal application for the counties in which you are interested

- <u>Edit Existing Application</u>: Edit save applications prior to submitting them for review

- <u>View Application</u>: View your application without making changes

- <u>Submit Document/View Agreement</u>: View your agreement after being awarded and upload verification documents like progress reports, annual reports, and final reports

- <u>New Reimbursement Request</u>: Submit a new claim for reimbursement

- <u>Review Reimbursement Request</u>: View your claim for reimbursement without making changes

- <u>Change Reimbursement Request</u>: Make changes to your reimbursement requests

- <u>Display Documents</u>: See a list of your submitted documents
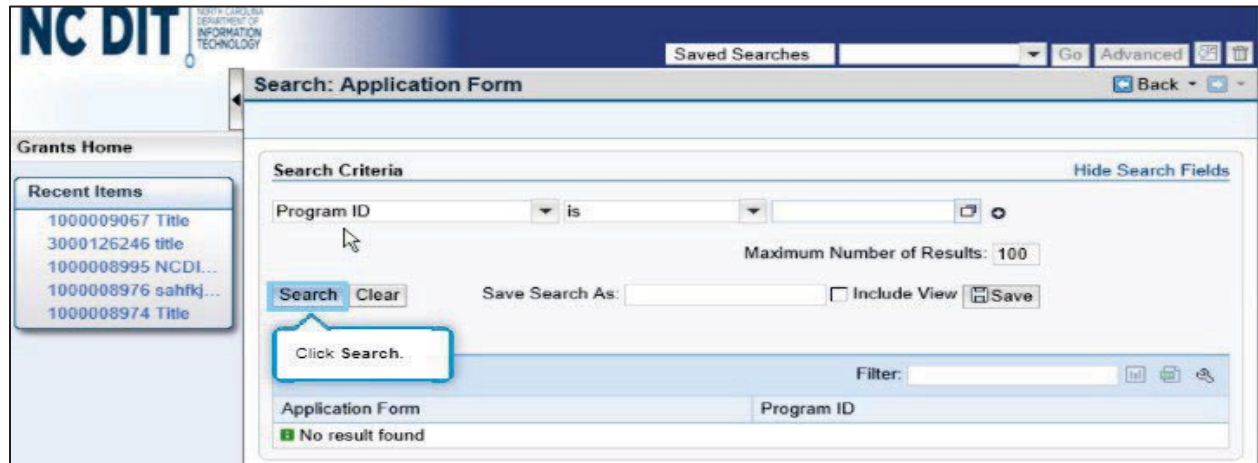
For information on how to submit and edit an application, **go to the next page**.

How to Submit and Edit an Application

1. After logging into the portal, click "Create New Application."
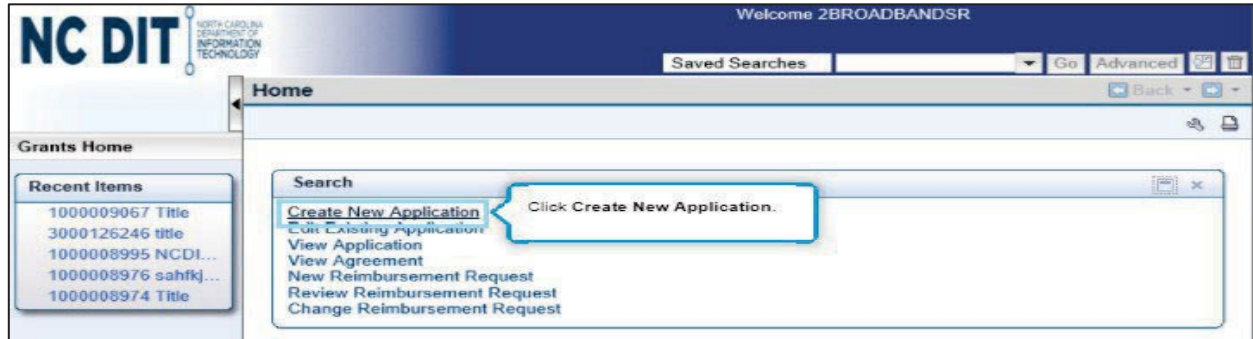
2. On the next screen, click "Search" to search for programs within the system.

3. On the next screen, select the application for the program for which you intend to apply. Multiple program options will be listed as available within the system, so make sure that you are selecting the option for the correct program to proceed. The program ID listed as Stop-Gap SOW is the valid program for Stop-Gap Solutions applications.

4. If asked, select the Partner number, and then click "Process."

5. Now you will see the application for the Stop-Gap Solutions program. The tabs – Applicant, Project and Certification – each contain required fields for the application. The application usually has a scrollbar, so please scroll down to complete all the questions. With this application the Budget table is an upload and not a tab. Please ensure you upload the Budget table to complete the application.

6. Before leaving the Applicant tab, click "Check" to verify that all information required for the section has been entered. To save your form and complete it later, click "Save" and use the search function later to find it. When you are ready to move to the next tab, click "Next" to be taken to the Project tab.

7. Enter the project information to complete the Project tab form and make sure to scroll all the way down.

8. Before leaving the Project tab, click "Check" to verify that all information required for the section has been entered. To save your form and complete it later, click "Save" and use the search function later to find it. When you are ready to move the next tab, click "Next" to be taken to Certification tab.

9. On the Certification tab, you will find a series of questions to certify your application for processing and verification. Enter all the information and make sure to scroll all the way down.

10. At the bottom of the page, you will see a box for the authorized representative to "sign off" on the application. The Authorized Representative should be authorized by the organization to legally enter into a grant agreement, if approved. After the authorized signature information has been entered, click "Check" to verify that all information required for the section has been entered. To save your form and complete it later, click "Save" and use the search function later to find it. To submit the application, click "submit."

11. If you clicked "Submit," skip to Step 12. If you clicked save on the previous screen, you will now see the Save Confirmation page with your application ID number. Save this number as you will use it again to easily return to your application.

    a. To find your application later from the Grants Home page, select "Edit Existing Application."

    b. Add the application ID number to the search field and click "Search."

c. On the next page, click the application ID link with the corresponding application ID number. This will return you to your application so that you can make any necessary changes prior to submission.

12. After clicking submit, you will see the Submission Confirmation page with your application ID number. Save this number as you will use it again to easily return to your application.

13. To submit your supporting documentation, click "Browse" on the Submission Confirmation page and select the file you wish to upload. Then, click "Attach." You will receive a "Documents successfully uploaded" message. Please ensure you are uploading all the documents listed on the Project tab including the budget template. Without the budget template, valid mapping files and response forms, the application cannot be considered complete. Please review your application to ensure all required materials are uploaded.

14. You can always return to visit your application without making edits from the Grants Home screen by selecting "View Application" which will take you to the same search screen as when

searching to edit an existing application.
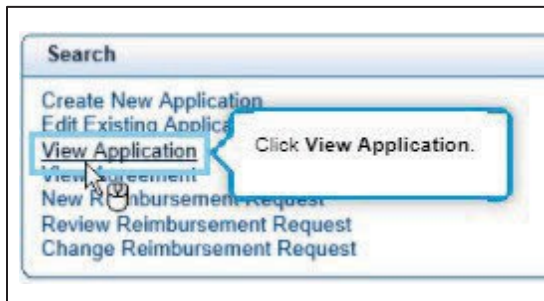
15. At the end of the application period, we will vet the applications for completeness and put all eligible applications through the evaluation process.

16. After the application has been evaluated, we will make recommendations for the award to the Secretary and State CIO of the N.C. Department of Information Technology. Upon receiving guidance, we will contact awardees with next steps.

Need Assistance?

For Stop Gap program specific questions:
- stopgap@nc.gov

For application help, contact the NCDOT Support Services Team:
- 919-707-2208
- DOTITSAPPSupportServices@ncdot.gov

For NCID support:
- https://www.it.nc.gov/ncid
- 919-754-6000