NCDIT

NORTH CAROLINA
DEPARTMENT OF
INFORMATION
TECHNOLOGY

Division of Broadband and Digital Equity

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

NCDIT | NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

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

NCIDs must be for a <u>specific individual</u>!

- Do not select Business.

- Enter <u>your</u> 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.

Create only one NCID per individual.

NCID

Username

Password

NCID Login

Forgot Username
Forgot Password
Unlock Account

a.

Need Help?   Register!

North Carolina Identity Management

New User Registration

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

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

a. Select **Agency** responsible for the grant.

b. Enter **NCID Username.**

c. Enter current (EBS) **User ID** (if applicable).

d. Complete remaining **User Information**:
   Name as found on the NCID; Organizational information; Individual's phone/email; List additional business information in the Comments section

e. Select **Role.**

f. Complete **Code Verification.**

g. 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: *
COUNTY 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: *   **d.**

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: *

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

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:
Generate(Refresh)

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

g.

Submit

HOW TO SUBMIT A PROGRESS REPORT IN EBS

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

Search

Create New Application
Edit Existing Application
View Application
Submit Document/View Agreement
New Reimbursement Request
Review Reimbursement Request
Change Reimbursement Request
Display Documents

NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY
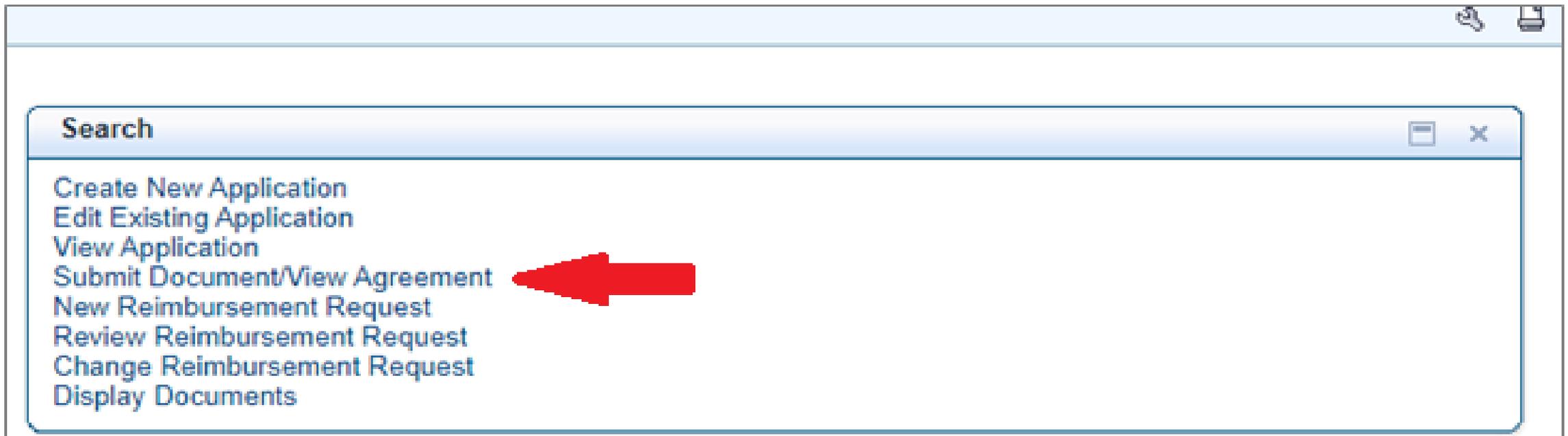
HOW TO SUBMIT A PROGRESS REPORT IN EBS

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.

HOW TO SUBMIT A PROGRESS REPORT IN EBS

3. Next, select the agreement ID number that corresponds with the project for which you are submitting a report.*
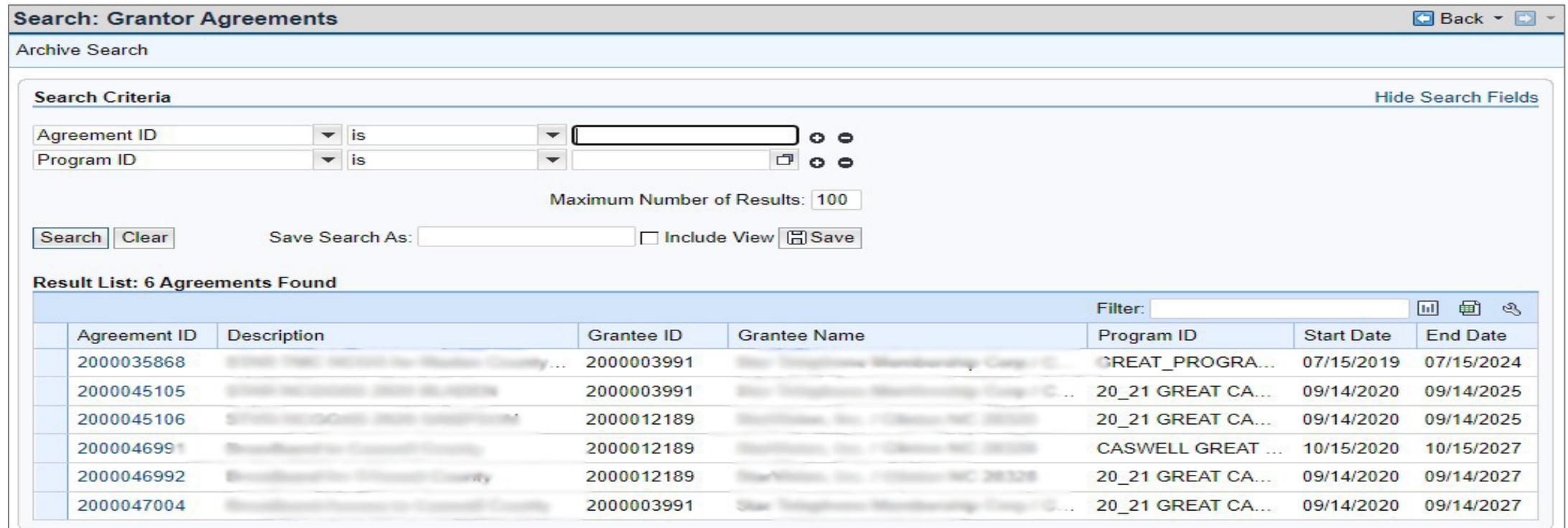
Agreement ID	Description	Grantee ID	Grantee Name	Program ID	Start Date	End Date
2000035868		2000003991		GREAT_PROGRA...	07/15/2019	07/15/2024
2000045105		2000003991		20_21 GREAT CA...	09/14/2020	09/14/2025
2000045106		2000012189		20_21 GREAT CA...	09/14/2020	09/14/2025
2000046991		2000012189		CASWELL GREAT ...	10/15/2020	10/15/2027
2000046992		2000012189		20_21 GREAT CA...	09/14/2020	09/14/2027
2000047004		2000003991		20_21 GREAT CA...	09/14/2020	09/14/2027

HOW TO SUBMIT A PROGRESS REPORT IN EBS

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

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.

NCDIT

HOW TO SUBMIT A PROGRESS REPORT IN EBS

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

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."

NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

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.

PROGRESS REPORT FORM REVIEW

LIVE DEMO

Progress report template and instructions are posted online:
www.ncbroadband.gov/great-federal-management

NCDIT | NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

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

NCDIT | NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

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

SUSAN MILLER

PROGRAM MANAGER, GREAT GRANT (FEDERALLY FUNDED)
NCDIT BROADBAND INFRASTRUCTURE OFFICE

GEORGE COLLIER

DEPUTY DIRECTOR
NCDIT BROADBAND INFRASTRUCTURE OFFICE

greatgrant@nc.gov

NCDIT | NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY