



FY25 UGA Application Quick Reference Guide (Phase 2)

Program Applications in EBS open July 3, 2023

Program EBS Applications due October 6, 2023

Step 4: Confirm that you have EBS Access: <https://www.ebs.nc.gov/irj/portal>. Start preparing all documents requiring the local Governing Body's approval, including the public hearing notice.

Step 5: Sub-Recipients will complete all documents requiring the local governing board approval and upload all files to EBS:

Required documents for application phase to be uploaded to EBS:

- 5a - Public Hearing Notice
- 5b - Public Hearing Affidavit
- 5c - Program Resolution
- 5d - Public Hearing Record
- 5e - Public Hearing Outreach
- 5f - Local Share Certification for Funding
- 5g - Public Hearing Meeting Minutes

Step 6: Gather the additional materials noted in Step 6 of the [UGA Guidance](#) for each program and upload all files to EBS.

Step 7: In the online budget in your EBS application, submit budgeted numbers as approved by your board in Step 5. Complete the online budget in your EBS application.

Note: For detailed instructions, please refer to the [UGA Guidance](#) on the IMD website.