



## **FY27 UGA Application Quick Reference Guide (Phase 2)**

**Program Applications in EBS open July 1, 2025**  
**Program Applications in EBS due October 3, 2025**

▲ **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:** Subrecipients will complete all documents requiring the local governing board approval and upload all files to the FY27 Application Submission Workspace:

*Required documents for application phase to be uploaded to EBS:*

- Public Hearing Notice
- Public Hearing Affidavit
- Program Resolution
- Public Hearing Record
- Public Hearing Outreach
- Local Share Certification for Funding
- Public Hearing Meeting Minutes

▲ **Step 6:** Gather the additional materials noted in Step 6 of the [UGA Guidance](#) and the [Unified Application Checklist](#) for each individual program and upload all files to the FY27 Application Submission Workspace.

▲ **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.**