



## **FY28 UGA Application Quick Reference Guide (Phase 2)**

**Program Applications in EBS open July 1, 2026**  
**Program Applications in EBS due October 2, 2026**

▲ **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 FY28 Application Submission Workspace:

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

- Program Resolution
- Local Share Certification for Funding
- Public Hearing Outreach
- Public Hearing Notice (if locally required)
- Public Hearing Affidavit (if locally required)
- Public Hearing Record
- Public Hearing 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 FY28 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.