



FY26 UGA Application Quick Reference Guide (Phase 2)

Program Applications in EBS open July 1, 2024
Program Applications in EBS due October 4, 2024

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 the FY26 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 Checklist](#) for each individual program and upload all files to the FY26 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.