



**STATE OF NORTH CAROLINA**  
**Office of State Budget and Management**


**Michael F. Easley**  
Governor

**David T. McCoy**  
State Budget Director

November 14, 2007

MEMORANDUM

TO: Agency Heads and Chief Financial Officers

FROM: David McCoy 

SUBJECT: Community Resource Information System (CRIS)  
Reporting Requirements for Grants to Non-State Entities

I am writing to remind you that each state agency is required to describe their grant programs that disburse funds to non-state entities in OSBM's Community Resource Information System (CRIS). Some information currently in CRIS is out-of-date or incomplete and should be updated by agencies as soon as possible. Agency responsibilities in this matter are contained in the North Carolina Administrative Code at 09 NCAC 03M .0401.

Agency contacts for CRIS may register at [http://cris.state.nc.us/cris\\_logon.html](http://cris.state.nc.us/cris_logon.html). Registration is self-administered. Following registration, the registrant will receive an e-mail message granting authorization to edit CRIS records along with additional instructions. For assistance with the registration process or general questions about CRIS, send an e-mail message to [cris@ncmail.net](mailto:cris@ncmail.net). Public access to CRIS is available at <http://cris.state.nc.us>.

An information sheet with basic information about CRIS is enclosed with this memo.

Thank you for your attention to this matter.

dmc:js  
Enclosure

cc: Joel Sigmon

# **CRIS** grants and more

## **Community Resource Information System**

### **Purpose**

To enable local governments, small businesses, nonprofit organizations, state agencies, legislators, and citizens to locate quickly sources for government grants. To assist Office of State Budget and Management analysts in understanding the intent, scope, and funding of grants programs and in providing oversight as required by state statute and administrative rules. CRIS captures information at a point-in-time and does not maintain historical data. **Agencies are required to report programs that distribute funds to non-state entities.** Agencies may include any information they wish about the grants programs on their own Web sites and link to the specific Web page from individual CRIS records.

### **Two modules available through the Web:**

1. CRIS Registration and Data Entry  
Self-administered registration and password maintenance after initial logon  
**Web address:** [http://cris.state.nc.us/cris\\_logon.html](http://cris.state.nc.us/cris_logon.html)
2. Search  
Available to public through Web browser; no password required  
**Web address:** <http://cris.state.nc.us>

Please contact the CRIS Administrator by e-mail if you have questions or if your agency is interested in bulk data loading options. **E-mail:** [cris@ncmail.net](mailto:cris@ncmail.net). You will get a faster response if you use this e-mail address rather than calling the Office of State Budget and Management.

### **CRIS Data Elements**

- Department
- Division (or next level down)
- Section (optional)
- Program Name
- Program Description
- Grantee Eligibility
- Agency Web page link (for more specific information on program, when available)
- 5-digit budget code - 4-character fund code combination (may list more than one)
- State fund amount (dollars)
- Federal fund amount (dollars)
- Other fund amount (dollars)
- Report period—typically fiscal year for which amounts are reported
- Mark record for deletion—agencies may not permanently delete CRIS records directly. Instead, records that agencies mark for deletion are excluded from browse lists and searches. Request for permanent deletion of CRIS records requires notifying CRIS administrator by e-mail.
- Keywords (optional) -- may have more than one keyword
- Type of assistance -- 15 categories used by Catalog of Federal Domestic Assistance (may list more than one)