State of North Carolina

Office of State Budget and Management

Beverly Eaves Perdue
Governor

Charles E. Perusse
State Budget Director

May 28, 2010

MEMORANDUM

TO: Department Heads, Chief Fiscal Officers and Grants Contacts
                All State Departments, Institutions and Agencies

FROM: Charles Perusse

SUBJECT: Tracking Grants Purchases and Expenditures in North Carolina Accounting
                System (NCAS) and NC E-Procurement @ Your Service for Purposes of
                NCOpenBook

The purpose of this memorandum is to advise you of new requirements for grants tracking in support of NCOpenBook.

New Federal Grants Registry
To improve NC OpenBook reporting and the tracking of state spending, data validation enhancements are being developed to expand the tracking of procurement functions and the spending of monies that State agencies receive from federal grants.

OSBM is implementing a new online application, the Federal Grants Registry, to track all ARRA and non-ARRA federal grants awarded to State agencies. These enhancements will enable users to associate both ARRA and non-ARRA federal grants to transactions in both the NC E-Procurement @ Your Service application and NCAS.

OSBM is currently maintaining a registry of all ARRA grants based on data provided by both State and Federal Agencies. The ARRA grant data is captured through the creation of new ARRA account centers, as established using OSBM's New Center Form. All data related to ARRA federal grants is stored and accessible through the Federal Grants Registry application and used for NC OpenBook reporting. No new information will be collected on the ARRA grants.

Starting **July 1, 2010** State agencies will be expected to maintain the Federal Grants Registry data for all non-ARRA grant awards. The tracking of non-ARRA grants in the Federal Grants Registry will facilitate improved tracking of purchases and payments related to all federal awards.

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The Federal Grants Registry application will be accessible via the NC CRIS (Community Resource Information System) at the following Web site on **June 4, 2010**: http://cris.state.nc.us/cris_logon.html. CRIS access requires a user id and password acquired through a self-registration form online at the above link. State agencies are expected to register all non-ARRA federal grants through the online tool.

The data needed to register a grant include the following:
- Federal Award Number
- CFDA Number
- Award Title
- Award Type

A prerequisite for purchases and payments against federal awards in both NC E-Procurement @ Your Service and NCAS applications will be the proper registration of a federal grant in the Federal Award Registry. In early **August 2010**, transactions made through NC E-Procurement @Your Service and NCAS using grant funding will require an associated Federal Award registered through OSBM's Federal Award Registry application.

Phase Out of 15-Character Grant Contract Number used to Identify Grants to Non-Government Entities in NCGrants.gov, formerly Grants Information Center (GIC)

OSBM has changed the process for identification of state grants to non-state entities by adopting a system-generated grant ID of 5-7 characters to replace the old 15-character grant contract. To ensure that agencies are not adversely affected by this change, the old 15-character number will be maintained until July 1, 2011 for reference. However, the Federal Grants Registry, NC E-Procurement @ Your Service, and NCAS applications will use the system-generated grant ID in their transactions and related business processes, beginning **August 2010**.

Maintain Linkages between the Community Resource Information Center (CRIS) and NCGrants.gov, formerly Grants Information Center (GIC)

Agencies are reminded to maintain linkages between program information in CRIS and grants reported in NCGrants.gov. The capability to make these linkages is provided on the edit screens in NCGrants.gov. Agencies are required to choose the CRIS program that relates to the awarded grant from the pick list provided in NCGrants.gov. New records should be created in CRIS as needed when appropriate programs do not appear in the pick list. A link to the CRIS application is provided on the NCGrants edit screens. An entry will also be provided in the above mentioned pick list for properly associating inactive grants with CRIS.

The search and retrieval functions in NCOpenBook are dependent on correct linkages between CRIS and NCGrants.gov. Changes to CRIS and NCGrants.gov show in real time in NCOpenBook, thus making it critical to associate awarded grants with the correct CRIS program.

For assistance with NCGrants.gov, please email ncgrants@osbm.nc.gov. For assistance with CRIS, please email cris@osbm.nc.gov.

Thank you.