



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

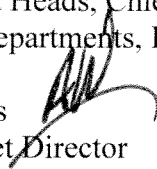
BEVERLY EAVES PERDUE
GOVERNOR

ANDY WILLIS
STATE BUDGET DIRECTOR

July 12, 2011

MEMORANDUM

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

FROM: Andy Willis 
State Budget Director

SUBJECT: Tracking Grants to Individuals in North Carolina Accounting System (NCAS) and
NC E-Procurement for NCGrants

The purpose of this memorandum is to advise you of new requirements for the tracking of grants to individuals in NCGrants.

In November 2010, OSBM phased out the 15-digit contract number in NCGrants and implemented the system-generated Grant ID. The Grant ID is now used routinely for grant-related transactions in NCAS and E-Procurement for non-profit and for-profit organizations.

Beginning in early August, state and federal pass-thru grants to individuals must be entered into NCGrants prior to NCAS and E-Procurement transactions. Transactions charged to 536MAA, 536NAA, 536PAA, and 536QAA accounts in NCAS and E-Procurement will require entry of the Grant ID, just as with non-profits and for-profits. Public Assistance/Entitlement Payments (5361AA) and Educational Awards and Scholarships (5368) remain excluded. Individuals will be required to submit the same set of reports as non-governmental organizations, and will follow the same reporting procedures and deadlines.

On or about August 4, 2011, the Grant ID requirement for grants to individuals will go live in NCAS and E-Procurement. Grant payments and other transactions after that date will require Grant ID entry. **Please begin entering all new grants to individuals, as well as old grants that will be paying after August 4th, into NCGrants immediately to avoid payment disruption.**

Individuals receiving grants must obtain an Employer Identification Number (EIN) from the IRS. This is a simple process (<http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>) where individuals can receive their new EIN immediately. There is no cost to create an EIN, and it can be created online, by phone, mail, or fax. The EIN will protect the privacy of the individual receiving a grant – Social Security numbers should not be used in NCGrants, as information in NCGrants is public record and will also be displayed in NC OpenBook.

For questions or assistance, please contact the NCGrants helpdesk at ncgrants@osbm.nc.gov, or call 919-807-4795.