



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

ROY COOPER
GOVERNOR

CHARLES PERUSSE
STATE BUDGET DIRECTOR

July 19, 2017

MEMORANDUM

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

FROM: Charles Perusse *Charles Perusse*
State Budget Director

RE: Update to NCGrants and CRIS Systems

Over the past few months, the Office of State Budget and Management (OSBM) has been working with the North Carolina Department of Transportation (DOT) to migrate both the CRIS and NCGrants functions to DOT's grants management solution. The new system will combine both CRIS and NCGrants functions into one application.

As part of the transition, OSBM has been working with DOT to ensure improvements in the current system capabilities. Over the next few weeks, OSBM will be working closely with DOT to transfer NCGrants and CRIS to the new system. As part of the transition, there will be opportunities for NCGrants and CRIS users to test and train on the new system prior to and after the launch. Once the new solution is ready to launch, OSBM will need to freeze both the NCGrants and CRIS systems to ensure all information gets transferred over correctly. After the new system is live, the existing CRIS system will be shut down. The NCGrants system will no longer be maintained or supported but will be available for existing users to log in and view historical information if needed.

On Wednesday, August 30, 2017, at 5:00 PM, the CRIS and NCGrants systems will be frozen. No changes or additions will be allowed after that time. Beginning September 5, 2017, the new system will be live. All actions currently required in the existing CRIS and NCGrants systems will be entered in the new system starting on that date. This includes entering CRIS programs, entering NCGrants awards, and maintaining payment information. The new system will continue to use the NCGrant ID to enable the upload of payment information from NCAS. This information will also be integrated with NCOpenBudget for public access to information on grant programs and awards.

We've included a timeline below, along with important information regarding the transition to the new system.

Timeline

August 7, 2017: Access Authorization Requests Due
August 14-25, 2017: Training (Dates, Locations, and Times TBD)
August 30, 2017 5:00 PM CRIS/NCGrants System Frozen
September 5, 2017: New System Launch

Grant Management System Access Authorization

As part of the transition, the new grant management system requires a new user ID and password. The roles that would require access to the new system include the following:

- Create and maintain CRIS programs (includes the Federal Grants Registry)
- Create and maintain NCGrants awards and payment information
- Both (create and maintain NC Grants and CRIS Programs (includes the Federal Grants Registry))

As a reminder, updated Suspension of Funding Lists (SOFLs) are available on OSBM's website, located [here](#). Once the new website has launched, we will also start posting monthly reports with information on recipients' total State financial assistance and reporting level by fiscal year. These reports may be used to determine a recipient's reporting level without requiring a login to the new system.

If you need access for one of the above roles, please fill out the attached sheet and email it to Grants-OSBM@osbm.nc.gov by August 7, 2017.

Following last year's update to the rules and processes for NCGrants, all agencies were asked to provide points of contacts for responsible staff. For users requesting access for NCGrants functions, we will be contacting each agency's point(s) of contacts with the list of user requests for validation prior to granting access. If your agency has not designated a contact, please email this information to ncgrants@osbm.nc.gov as soon as possible. Going forward, future access requests will need to be submitted via the agency's designated point of contact.

Training

DOT and OSBM staff will be providing training for the new system beginning August 14. The trainings will go over the new systems' functionalities for both creating and maintaining CRIS programs and NCGrants awards. Registered users will receive additional information on the dates, locations, and times of trainings.

Once the new system has been launched, training will be provided as needed and possibly through a web-based solution for long-term needs. A manual will also be provided on OSBM's website.

We appreciate your assistance as we work through this transition. If you have any questions, please contact Erin Dickmeyer (erin.dickmeyer@osbm.nc.gov or 919-807-4712) or Erin Matteson (erin.matteson@osbm.nc.gov or 919-807-4758).