

OFFICE OF THE STATE AUDITOR

North Carolina Grants Information Center

June 2009 GIC Upgrades

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Grants Information Center-Overview

- Opened Feb. 28, 2007
- Allows grantees to complete required reports online
- Improves grants accountability
- Provides “one stop” center for grants data
- Serves as main data source for NC OpenBook data

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Using the GIC

- All users must have an NCID user name and password set up to request GIC access
- Grantor functions allow grantors to enter data for tracking grants
- Grantee functions allow grantees to review and enter data relative to grants received

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Reporting Requirements by Level

- Level 1: <\$25,000
 - Certification
 - State Grants Compliance Reporting <\$25,000
- Level 2: >\$25,000 but <\$500,000
 - Certification
 - State Grants Compliance Reporting ≥ \$25,000
 - Schedule of Receipts and Expenditures
 - Program Activities and Accomplishments Report
- Level 3: >\$500,000
 - Certification
 - State Grants Compliance Reporting ≥ \$25,000
 - Yellow Book audit
 - Program Activities and Accomplishments Report

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Grantor Agency Responsibilities

- GS143C-6-23 and NCAC require funding agencies to:
 - Report grant awards to State Budget and State Auditor
 - Notify grantees of reporting responsibilities
 - Confirm required reports have been completed and submitted
 - Confirm completeness and accuracy of submitted grantee reports
 - Have process in place to resolve differences

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NCID

- Provides more security for data.
- Allows system to identify user.
- Protects integrity of data:
 - Grantors
 - Grantees

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NCID

- You must have an NCID to take advantage of on-line reporting and the new Grants Information Center being developed by OSA.
- What is an NCID?
 - A standard identity management and access service to State, local, business and citizen users.
 - Offered by the State Office of Information Technology Services.
 - Enables customers to achieve an elevated degree of security and access control to real-time resources such as:
 - Customer-based applications and information retrieval.
 - Provides a login user ID and password that allows you to access the Grants Information Center.
 - Will allow you to manage your State grant reporting requirements in one central location.

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NCID

- Who needs an NCID?
 - All grantees who receive state funds who are required to file grant reports under GS 143C-6-23.
 - State agencies personnel providing grants.
- Why do you need NCID?
 - NCID establishes your identity to use the Center.
 - Verifies the user as the individual grantee or authorized State agency personnel.
 - Provides both grantees and grantors access to manage account information.
 - Allows the grantee/grantor ability to assign individuals authority to access and enter grants information on their behalf.
 - Assigns the appropriate level of access to online resources.
- When can you establish your NCID?
 - Grantees and grantors can apply today.
 - Only those grantees and grantors with NCIDs will be able to access the data.

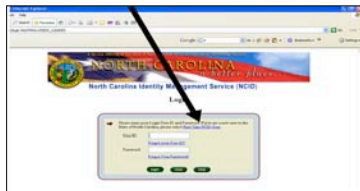
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NCID Instructions

1. Go to <https://ncid.nc.gov/login/login.html>
2. Click on "First Time NCID User."



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NCID Instructions

3. Click on "Business."



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NCID Instructions

4. Enter in United States and then click on "Next (Personal Info)."



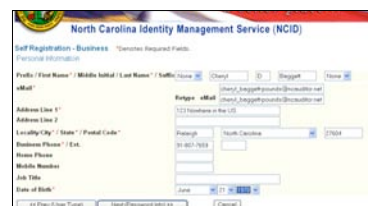
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NCID Instructions

5. Enter in all of the personal info. that is **required**.



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NCID Instructions

6. Enter in all of your password info (minimum of 8 characters long and one number; you may use special characters, with the exception of parentheses).

The screenshot shows a registration form with fields for 'New Password' and 'Repeat Password'. Below these are several challenge questions, each with a dropdown menu for selection. At the bottom, there are buttons for 'Go Back', 'Submit Registration', and 'Cancel'.

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NCID Password Tips

- Minimum length of 8 characters.
- No more than 35 characters.
- Minimum of 1 numeric character is required.
- Special characters may be used anywhere in your password and may be repeated.
 - Special characters that ARE allowed:
~!@#\$\$%^&*)(_+ = : ; > < , . ? { |
 - Special characters that are NOT allowed:
forward slash (/)
backward slash (\)
doublequote (")
singlequote (')
reverse singlequote (')
space
- 3 days between password changes.

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NCID Instructions (continued)

7. Click on "Submit Registration" (click only once).

The screenshot shows a confirmation page for the North Carolina Identity Management Service (NCID). It displays the user's registration details, including a User ID and Password, and provides instructions on how to use the account. There are buttons for 'Go Back' and 'Cancel'.

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NCID Instructions (continued)

8. Then you should receive this screen with your User ID in red. *Make sure to store your user ID and password in a safe and convenient place, you will need it again.

This screenshot is similar to the previous one, showing the registration confirmation page. The User ID is highlighted in red text, as mentioned in the instructions.

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NCID Instructions (continued)

9. Lastly, you should receive a confirmation email. If you do not, then please contact the NCID help desk at 919-754-6000.

The screenshot shows an email message with a subject line 'NCID Registration Success (New Message)'. The body of the email contains a confirmation message and a link to the NCID website.

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NCID Instructions (continued)

- Do not create duplicate NCID accounts.
- You will not be able to access the GIC if you do.
- GIC administrator can only give access to one account per person.
- If you forget your password, you have two options:
 1. Call the ITS help desk at 919-754-6000.
 2. Go to the "Password Reset" function on the NCID website.

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Existing GIC Grantor Functions

- Allows grantors to meet reporting requirements
- Provides method to track grant awards and payments
 - Set up new grantee showing location and contact
 - Award grant showing key information

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GIC Upgrades for Grantors

- Grantor summary sheet (dashboard)
 - New features
 - View grantee reports
 - Add grantee streamlined for location and contact
 - Edit grant
 - Edit/update grantee details
 - Add/modify grantee contact/location
 - Grant payments allows grantors to see payments to help in resolving questions
 - Non-NCAS agencies can also enter payments
 - Award grants requires new NC OpenBook info

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GIC Upgrades for Grantors--continued

- Review grantee reports
 - Opens grantee dashboard so you can see grantee reports
 - Clearly shows status of grantee reports
 - Not submitted (red x)
 - Work in progress (blue words)
 - Submitted (but not approved) (yellow word)
 - Approved (green word)
 - "No disbursements" for any active grant that has no disbursements
 - Allows you to print reports from GIC
 - Create email to grantee and Administrator showing approval or detailing what you are rejecting
 - Administrator will change to approved when all grantors have reviewed and sent email to Administrator

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GIC Upgrades for Grantors--continued

- Add grantee streamlined for location and contact
 - Add grantee screen requires new data
 - Grantee web url
 - Grantee description—brief summary to entity's mission/programs
 - Next takes you to add location screen
 - Add new location takes you to add new contact screen

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GIC Upgrades for Grantors--continued

- Edit grant
 - Allows you to edit a grant that you set up previously
 - By tax id—lists all grants you have given grantee
 - Select one for modification
 - Can change any previously entered data
 - By GIC contract no.—lists only data for that particular contract
 - Tracks modifications by date and NCID login
 - Moves the modified grant to the top of the list with new modified date
 - To delete grant, send email to Administrator

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GIC Upgrades for Grantors--continued

- Edit/update grantee details
 - Can search by tax id or grantee name
 - Can change any data from initial grantee set up

REMEMBER: Any data you change will change grantee information for ALL grantors!

 - To delete grantee, send request to Administrator
 - Add/modify grantee contact/location

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GIC Upgrades for **Grantors**--continued

- Add/modify grantee contact/location
 - Allows you to add a new location or contact
 - Allows you to modify a location or contact
 - Shows contacts associated with specific locations
 - Allows you to indicate an active contact or to "deactivate" the contact but leave it in
 - To delete a location or contact, send email to Administrator

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GIC Upgrades for **Grantors**--continued

- Modified award grant screen
 - Requires new NC OpenBook info
 - Completion date—generally 1 year from award date
 - Award amount—will approved cents
 - Program name—should include award year for programs; no acronyms
 - Transaction type—drop down list corresponding to transaction type required in CRIS
 - DUNS number
 - CRIS number
 - County of service—where service will be provided
 - AARA flag—indicate whether stimulus funds
 - Expected outcomes—brief description of outcomes
 - Optional agency internal—space for you to list any identifier that will help you

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Grantee Responsibilities

- Must submit proposal to grantor
- Must sign grant contact with grantor
- Must comply with contract terms including periodic reports to grantor if required
- Must complete annual grants reports required under GS143C-6-23
 - File online in the GIC
 - File within established time frames

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GIC Updates for **Grantees**

- Summary screen changes
 - Lists most current year first
 - Shows no disbursements for active grants with no disbursements for current fiscal year
 - Clearly shows status of grant reports
 - Not submitted (red x)
 - Work in progress (blue words)
 - Submitted (but not approved) (yellow word)
 - Approved (green word)
 - Allows grantee to save work in progress
- Note: All forms allow you to make changes and re-submit up until grantor approves**

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GIC Updates for **Grantees**--continued

- Certification—will not allow you to submit until all other forms have been completed
- State Grants Compliance less than \$25K
 - Shows data as you input it
 - Has counter for questions with specified limits
 - 34 of 500 available characters
 - Will not allow you to input more than 500
 - Can now print out this form with all data showing

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GIC Updates for **Grantees**--continued

- State Grants Compliance more than \$25K
 - Shows data as you input it
 - Has counter for questions with specified limits
 - 34 of 500 available characters
 - Will not allow you to input more than 500
- Program Activities and Accomplishments
 - Still lists one report for each grant
 - Has counter for questions with specified limits
 - Will print with all data showing

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GIC Updates for Grantees--continued



- Receipts and Expenditures
 - Automatically computes remaining balance from receipts for each grant and puts at bottom of page
- Audit required for \$500K +
 - Will show list of receipts for you to confirm
 - Requires you to indicate type of audit you will submit
 - Has direct link to send PDF version of audit
 - Administrator will show submitted in hard copy when PDF version received