



Public Health
HEALTH AND HUMAN SERVICES

RICHARD O. BRAJER
Secretary

DANIEL STALEY
Director, Division of Public Health

December 6, 2016

Memorandum

To: Child and Adult Care Food Program (CACFP) Participants

From: Arnette Cowan, Head
Special Nutrition Program

Subject: New Submission Process for Annual Grant Reporting (Previously Done in NCGrants)

Effective August 1, 2016, the NCGrants system is no longer be available for submitting your annual audit reports. Instead, paper versions of the reports can be downloaded and submitted directly to your funding agency – N.C. Department of Health and Human Services (DHHS). To access the paper reports please use the link below:

<http://www.ncgrants.gov/PublicReportsRegulations.jsp>

DHHS is working on creating a replacement system for NCGrants (which is owned and operated by the N.C. Office of State Budget and Management – OSBM). In the meantime, once you have completed the required paper reports, email them to the address below. When submitting your email, please type your institution's name in the subject line and attach each required report:

ncgrantsreporting@dhhs.nc.gov

Things to Note:

- The NCGrants system is not owned or managed by N. C. Department of Health and Human Services. Because of this, much of the information conveyed in this memo comes from OSBM and may change at their discretion. We will do our best to relay anything that will impact report filing.
- If you are currently on the Suspension of Funding List (SOFL) it is imperative that you complete the required annual grant reports based on your funding level.



- Updates on the status (“Not Submitted”, “Submitted”, “Rejected”, or “Approved”) of submitted reports are not available at this time. Your email will act as proof of submission.
- Per OSBM, users will be able to log in to view and print previously submitted reports in NCGrants until December 31, 2016 (tentatively), but you will not have the ability to change submitted reports or to submit new ones.
- You will need your NCID (North Carolina Identification) to log into NCGrants to view and print previously submitted reports. Remember, the NCID can be used for various State related transactions (not just annual grant reporting).
- You will need to check with each of your funding agencies to determine their process for submitting annual grant reports.
- The “Reporting Levels” (Level 1, Level 2, and Level 3) and the due dates for submitting reports has not changed. See chart below:

To access the paper reports please use the link below:

<http://www.ncgrants.gov/PublicReportsRegulations.jsp>

Grantee Forms for Reporting on State or Federal Pass-through Grants:

Level 1 Reporting: Receiving less than \$25,000

- Certification Form
- State Grants Compliance Reporting: < \$25,000
- Both forms above due within 6 months of organization's year end; submit these to the funding agency only.

Level 2 Reporting: Receiving at least \$25,000 but less than \$500,000

- Certification Form
- State Grants Compliance Reporting: >= \$25,000
- Program Activities and Accomplishments Report
- Schedule of Receipts and Expenditures
- All forms above due within 6 months of organization's year end; submit these to the funding agency only.

Level 3 Reporting: Receiving \$500,000 or more

- Certification Form
- State Grants Compliance Reporting: \geq \$25,000
- Program Activities and Accomplishments Report
- "Yellow Book" Audit done by CPA to include Schedule of Federal and State Awards
- All forms and report due within 9 months of organization's year end; submit these to the funding agency. Note: An A-133 audit may be substituted for the yellow book audit.

List of Contacts:

- ncgrants@osbm.nc.gov – Email address for questions about the NCGrants system
- www.ncid.gov – Website to maintain your current NCID
- www.osbm.nc.gov/management/grants - Website to view the most recent Suspension of Funding List (see SOFL Memos)

- Misheema Morrissey
CACFP Business Officer
Division of Public Health, Nutrition Services Branch
NC Department of Health and Human Services
misheema.morrissey@dhhs.nc.gov
919-707-5735

*You may contact Misheema Morrissey if you have questions on how to complete your grant reports, if you are currently on the Suspension of Funding List, and general questions about the new process.

- Lisa Pratt
Risk Mitigation Analyst
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NC Department of Health and Human Services
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919-527-6856

*You may contact Lisa Pratt if you have questions on the status of your submitted reports, to determine why a report was rejected, any Yellow Book or A-133 audit questions.