

Federal Grant Management Technical Assistance Training Session 01: Program Closeout - Frequently Asked Questions (FAQ)



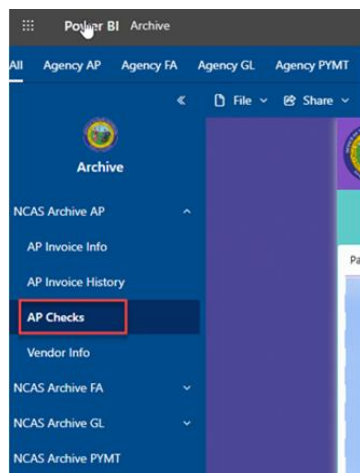
Q1. Will these technical assistance sessions be recorded?

A1. Yes, all technical assistance sessions will be recorded and uploaded to <https://ncpro.nc.gov/guidance/presentations-videos-and-more> within three days of each session.

Q2. As a State Agency, what reports do I need to substantiate proof of payment?

A2. For NCAS:

- Manual paper checks – a copy of the cancelled check or bank statement.
- Electronic payments – the AP Checks report obtained from the NCAS Archive BI tool (see screen shot below).
 - Use the following link to request access and/or to obtain the Quick Reference Guide (QRG): <https://www.ncosc.gov/state-agency-resources/ncfs-resources/ncas-archive-reports>.



- Payroll expenditures – ZFIR018 report from the State’s HR Payroll system.

For NCFS:

- Manual paper checks – a copy of the cancelled check or bank statement.
- Electronic payments – accounts payable report: RPT-AP-006.
- Payroll expenditures – ZFIR018 report from the HR Payroll system.

Q3. Will the NCAS C-U-GL-Detail-Ledger-DAPG67 Excel report suffice as proof of payment?

A3. No. Unfortunately, during the federal CRF desk review, NCAS C-U-GL-Detail-Ledger-DAPG67 Excel report were not accepted as proof of payment because it did not indicate that payment had been cleared.

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Q4. As a state agency, what reports contain detailed transactions (subledgers)?

A4. The following reports contain detailed transactions at the line-item level required for compliance monitoring, audits, and grant program closeout:

- For NCAS: C-U-GL-Detail-Ledger-DAPG67-Excel
- For NCFS: NC Agency GL Detailed Transaction Report (RPT-RTR-165)

In State Fiscal Year 2024, the RPT-RTR-165 detailed transaction report for July 2023 to September 2023 includes only summary data due to the conversion from NCAS to NCFS. For detailed, line-item transactions for this period, please refer to the C-U-GL-Detail-Ledger-DAPG67 Excel report.

Q5. What reports do I need to retain in order to show accurate KPI tracking?

A5. As per your entity's Memorandum of Understanding or Non-State Entity Award Agreement with NCPRO and agreed upon Key Performance Indicators (KPIs), please keep all performance records related to the grant program, including but not limited to your entity's performance monitoring plan, KPI reports issued to NCPRO via Smartsheet, entity-based KPI tracking systems, vendor invoices documenting completed work, and reports received from any subrecipients or contractors. If your organization has established KPIs with subrecipients or contractors, please keep records of these agreements. This includes subaward or contractor agreements that specify the KPIs, as well as any subsequent intake forms that document whether the KPIs were achieved by the subrecipients or contractors. All State Fiscal Recovery Fund related records must be retained through December 31, 2032, as per [09 NCAC 03M .0202](#).