



**NCPRO**

**NC Pandemic Recovery Office**

# **NCPRO PANGRAM and Expense Report Training**

*Presented by Brenda Smith and Michael Bennett*

November 14, 2023

# Meet the Team



Brenda Smith  
Database Analyst



Michael Bennett  
Program Analyst

# NCPRO PANGRAM

## Agenda

- Introduction/Overview
- Log-in process
- Main components:
  - Agreements, Payment Requests & Expense Reports
- Common Mistakes & Tips
- Subaward Review
- Q&As

# NCPRO PANGRAM

- Customized version of SAP Grants Management System developed by NCDOT
- More than a dozen state agencies uses SAP system for Grant Management
- PANGRAM: **PAN**demic **G**rants and **A**wards **M**anagement

## **Definition of *pangram* by Merriam-Webster**

“a short sentence containing all 26 letters of the English alphabet”

# NCPRO PANGRAM - Recipient Registration

Step	Action	Work time	Processing/Waiting Time
Step 1	communication with NCPRO staff that you are going to register	0.1 hour	
Step 2	Already has NCID? Yes, Skip step 3, go to step 4	0.1 hour	
Step 3	<b>NCID Creation:</b> <a href="https://ncid.nc.gov/idmdash/#/default">https://ncid.nc.gov/idmdash/#/default</a>	0.5 hour	1-2 Business Days
Step 4	Fill online form: <a href="https://www.ebs.nc.gov/sap/crmaccess/index.html">https://www.ebs.nc.gov/sap/crmaccess/index.html</a>	0.5 hour	
Step 5	Email Confirmation	0.1 hour	1-2 Business Days
Step 6	Contact NCPRO assigned Grant Manager contact	0.1 hour	
Step 7	Log in to PANGRAM system <a href="https://www.ebs.nc.gov/">https://www.ebs.nc.gov/</a>	0.5 hour	
Step 8	Success, Milestone		Registration Process Done

# NCID Log-in

https://idpprod.nc.gov:8443/nidp/saml2/sso?id=6&sid=1&option=credential&sid=1





NCID

  
  
  
[Trouble Signing In?](#)

[Need Help?](#) [Register!](#)

[Privacy and Other Policies](#)

[Contact Us](#)



**WARNING:** This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.  
NCC743



# EBS/PANGRAM Access request application

EBS\_EXTERNAL\_AR\_APP

https://www.ebs.nc.gov/sap/crmaccess/index.html

🔊 ☆ 📄 ⌵

## Enterprise Business Services (EBS) External Access Request Application

### User ID Information

Agency: \*

Enter your valid NCID Username below

If you already log into ebs.nc.gov (Enter your current User ID)

Last Name: \*

First Name: \*

Middle Name:

Organization Name (Legal Name of Entity - Registered with the NC Secretary of State): \*

Organization Name 2 (DBA):

Organization Address: \*

City: \*

State (select from drop down): \*

Agency: \*

NCDOT - IMD BICYCLE & PEDESTRIAN GRANTS

NCDIT - BROADBAND (GREAT GRANTS)

NCDOA - COUNCIL FOR WOMEN & YOUTH INV

NCDEQ - DEPT. OF AIR QUALITY

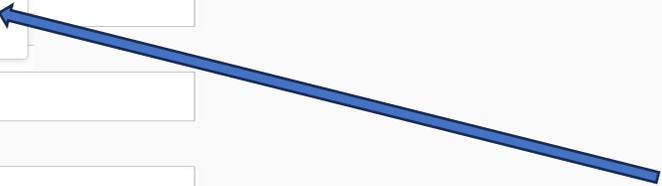
NC DPS - GOVERNOR'S CRIME COMMISSION

NCPRO - PANDEMIC RECOVERY OFFICE

NCDOT - CONSULTANT RATE SYSTEM (CRS)

<https://www.ebs.nc.gov/sap/crmaccess/index.html>

[If you do not have an NCID. Click on this link to create one.](#)



\*NCPRO – Pandemic Recovery Office

# NCPRO PANGRAM

EBS\_EXTERNAL\_AR\_APP

https://www.ebs.nc.gov/sap/crmaccess/index.html

A ☆ □ ≡

## Enterprise Business Services (EBS) External Access Request Application

Organization Address: \*

No P.O. Box...

City: \*

State (select from drop down): \*

▼

Zip Code: \*

Phone: \*

Email: \*

Comments:

Select Role(s) and/or Action(s)

| ▼

DISPLAY ONLY

SUBMIT REIMBURSEMENTS/EXPENSE REPORTS

Copy or type the code in the box: \*

# PANGRAM Access page

NC EBS Portal

https://www.ebs.nc.gov/irj/portal#Shell-home

Log-in with your NCID username and password.



**Enterprise  
Business  
Services**

User \*

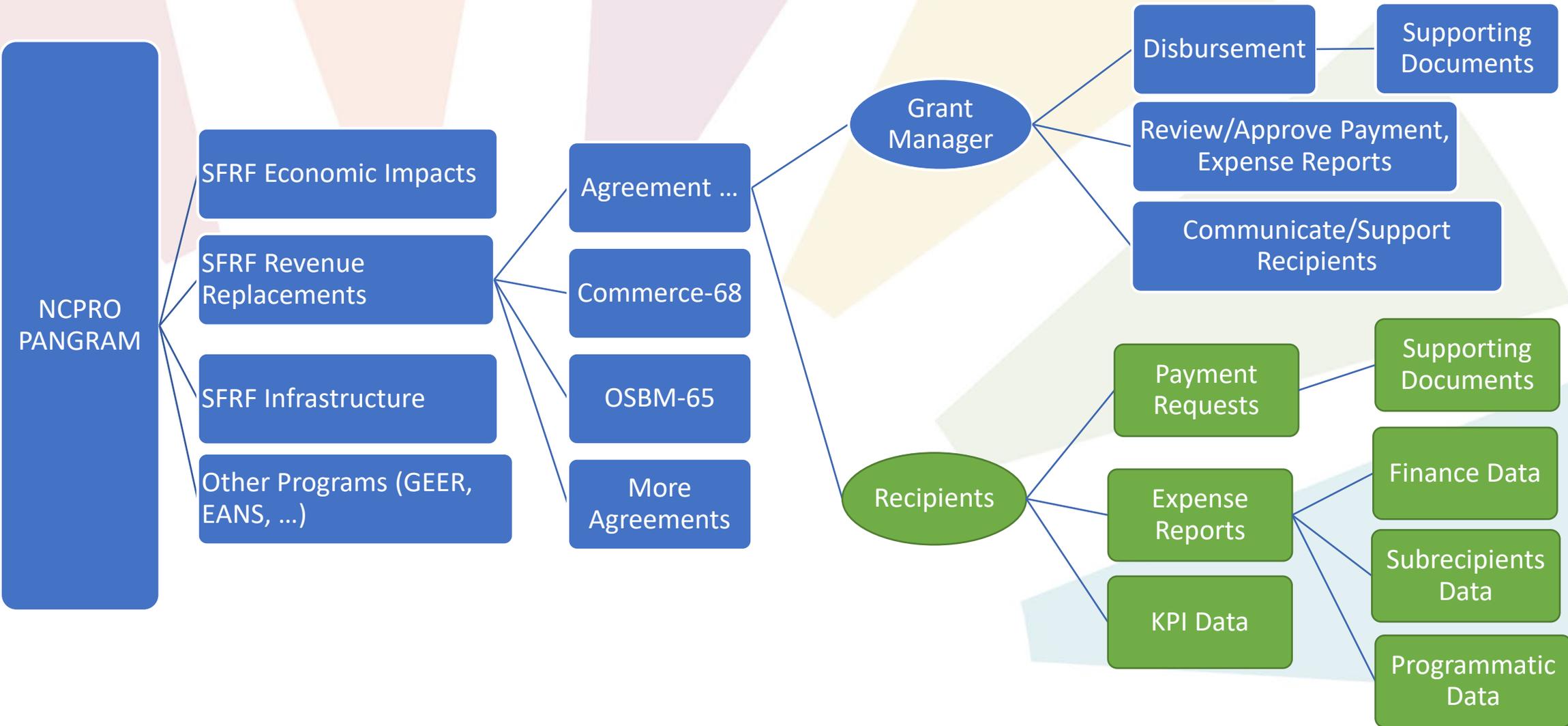
Password \*

Passwords are case sensitive

Log On

[Login Help](#) \* [Browser Support](#)

# NCPRO PANGRAM



# NCPRO PANGRAM - Agreement Creation

Agreement Creation (NCPRO Grant Management Team)

Communication and Interview with Recipients

Collecting Data Prepare Supporting Documents & Forms

MOU/Contract DocuSign

Approval (NCPRO Legal – Accounting – Grant Manager)

# NCPRO PANGRAM - Recipient (State Agencies + Other Entities)

https://qcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbg==)/default.htm

Welcome 2SR\_NCPRO1

Saved Searches era1 Go Advanced

Home

Home

**Recent Items**

- 2000047701 2021 ...
- 3000169844 Rural ...
- 2000047734 Rural ...
- 2000047727 NCOR...
- 3000169834 Test A...
- 4000025998 2021 ...
- 3000169842 Rural ...
- 2000047740 NCcar...
- 3000169836 Premi...
- 2000047732 ERA1-...

**Search**

- Change Expense Report
- Change Reimbursement Claims
- Review Expense Report
- Review Reimbursement Claims
- View Agreement

**Create**

- New Expense Report
- New Reimbursement Claim

**Web Links**

- Reference Resources

# PANGRAM Payment Request Form

**NCPRO**  
NC Pandemic Recovery Office

## Payment Request Document

**Grantee Name:** NC Department of Revenue

**Grantee ID:** 2000016573

**Program:** SFRF\_ECONOMIC\_IMPACTS - SFRF: Negative Economic I

**Date Prepared: \*** 10/11/2023

**Agreement Number:** 2000053293

**Mailing Address:** 4701, Atlantic Ave Ste 118  
Raleigh, NC 27640

**Agreement Name:** Small Business Pandemic Recovery Grant

**Agreement Period From:** 01/21/2022 **To:** 12/31/2026

**Payment Request Type:\***  Reimbursement  Disbursement

**Invoice Period From: \***  **To: \***

Expense Category	Description	Approved Budget	Approved Reimbursement/Disbursement	Payment This Period	Accumulated Payments to Date	Balance
P097	2.29 Loans or Grants to Mitigate +	\$295,000,000.00	\$295,000,000.00		\$295,000,000.00	\$0.00
<b>Totals</b>		<b>\$295,000,000.00</b>	<b>\$295,000,000.00</b>	<b>\$0.00</b>	<b>\$295,000,000.00</b>	<b>\$0.00</b>

Reimbursements for Item type P097

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Amount	Add Line
	MM/DD/YYYY		Please Select			
<b>Total</b>						

COMMENTS:

Select checkbox to attest:

# PANGRAM Payment Request Form

Program: SFRF\_ECONOMIC\_IMPACTS - SFRF: Negative Economic I

Date Prepared: \* 10/19/2023

Agreement Number: 2000053293

Mailing Address: 4701, Atlantic Ave Ste 118  
Raleigh, NC 27640

Agreement Name: Small Business Pandemic Recovery Grant

Agreement Period From: 01/21/2022 To: 12/31/2026

Payment Request Type: \*  Reimbursement  Disbursement

Invoice Period From: \*  To: \*

Expense Category	Description	Approved Budget	Approved Reimbursement/Disbursement	Payment This Period	Accumulated Payments to Date	Balance
P097	2.29 Loans or Grants to Mitigate +	\$295,000,000.00	\$295,000,000.00		\$295,000,000.00	\$0.00
<b>Totals</b>		<b>\$295,000,000.00</b>	<b>\$295,000,000.00</b>	<b>\$0.00</b>	<b>\$295,000,000.00</b>	<b>\$0.00</b>

Reimbursements for Item type P097

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Amount	Add Line
<input type="text"/>	MM/DD/YYYY	<input type="text"/>	Please Select	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Line"/>

**NO leading 0 (zeros) here!!**

- Accounting Category
- Please Select
  - Please Select
  - 01A: Grant Administration Personnel Costs
  - 01B: Grant Administration All Other Costs
  - 02A: Grant Program Execution Personnel Costs
  - 02B: Grant Program Execution All Other Costs
  - 03: Payments to Subrecipients
  - 04: Payments to Beneficiaries

COMMENTS:

Select checkbox to attest:

I attest that my submissions do not include Personally Identifying Information as defined by the federal definition for ease of reference: Protected Personally Identifiable Information (Protected PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts.

Recipients and subrecipients of federal financial assistance are required under 2 CFR 303(e) to implement internal controls that take reasonable measures to safeguard protected PII. NCPRO's grant management system is not designed for storage of sensitive PII, and if you need to submit such data you should contact NCPRO staff to determine a means of secure transfer.

# NCPRO PANGRAM - Recipient Expense Report by Recipient

## Expense Report

\$\$\$ Detail Expense  
**General Admin Cost**  
**Subrecipients Admin Cost**  
**General Program Cost**  
**Subrecipients Program Cost**  
**Payments to Beneficiaries**

Programmatic Data

## Subrecipient Data

Attachments

## Other Supporting Document

# PANGRAM Expense Report Form

- [SAP] - Work - Microsoft Edge

w/grants(bD1lbiZjPTYwMCZkPW1pbg=)/default.htm

Welcome Brenda Smith

Saved Searches All Grant Programs Go Advanced

## New Change Request Form

Back



## North Carolina Pandemic Recovery Office

### Expense Reporting Document

<b>Grantee Name:</b> Saint Augustine's College	<b>Grantee ID:</b> 2000002455
<b>Program:</b> SFRF_REVENUE_REPLACEMENT	<b>Date Prepared: *</b> 10/16/2023
<b>Agreement Name:</b> COVID-19 support to St. Augustine's Univ	
<b>Agreement Number:</b> 2000058575	<b>Agreement Period From:</b> 04/28/2022 <b>To:</b> 12/31/2026
<b>Mailing Address:</b> 1315 Oakwood Avenue Raleigh, NC 27610	<b>Period From: *</b> <input type="text"/> <b>To: *</b> <input type="text"/>

Expense Category	Description	Approved Budget	Approved Expenditures	Expenses This Period	Accumulated Expenditures To Date	Balance
P062	6.1 Provision of Government Services	\$4,273,138.00	\$0.00		\$0.00	\$4,273,138.00
	<b>Total Expenses</b>	<b>\$4,273,138.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,273,138.00</b>

Expenses for Item type P062

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Expense Amount	Add Line
	MM/DD/YYYY		Please Select			
			<b>Total</b>			

NO leading 0  
(zeros) here!!

Programmatic Data

# PANGRAM Expense Report Form

New Change Request Form

Back

Total

## Programmatic Data

Q1: Agreement/Project Completion Status:

Q2: Current Period Obligations:

Q3: Brief description of project activities last month (100 words or less):

Q4: Did Administering Agency make any new non-personnel obligations  $\geq$  \$50,000 that are not payments to individuals, OR make any changes to existing subawards this reporting period? (if Yes, please upload the subrecipient-subaward data as an attachment)

Q6: Did program earn and/or spend program income?:

Q7: Please select the primary service metric (i.e., households, businesses, etc.) most appropriate for your project:

Q8: How many [service metric] in Question 7 have you served this quarter (cumulatively)?

## Comments:

Select checkbox to attest:

I attest that my submissions do not include Personally Identifying Information as defined by 2 CFR 200 and NCGS 75-61(10). The following is the federal definition for ease of reference: Protected Personally Identifiable Information (Protected PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts.

Recipients and subrecipients of federal financial assistance are required under 2 CFR 303(e) to implement internal controls that take reasonable measures to safeguard protected PII. NCPRO's grant management system is not designed for storage of sensitive PII, and if you need to submit such data you should contact NCPRO staff to determine a means of secure transfer.

Check

Save

Submit

# Expense Monthly Reporting Timeline

- Reporting window: 1<sup>st</sup> – 15<sup>th</sup>
- Grace period: 16<sup>th</sup> – 24<sup>th</sup>

# NCPRO PANGRAM - NCPRO Grant Manager



Welcome 2YLEI

Saved Searches 2000047724 Go Advanced

Back

Home

Home

Workflow Tasks

Recent Items

- 3000169792 2021 ...
- 3000169793 2021 ...
- 3000169795 Test A...
- 3000169844 Rural ...
- 2000047704 DHHS
- 2000047723 Test A...
- 3000169791 2021 ...
- 2000047724 HVAC ...
- 4000026066 NCcar...
- NCPRO Expense ...

Search

Agreements  
Disbursements/Reimbursements  
Expense Reports  
Programs  
Recipient Accounts  
Workflow Search

Workflow Tasks

NCPRO Reimbursement 3000169854 (L1) - NC Dept of Commerce

Create

Agreements  
Create Disbursements

Web Links

Reference Resources

# NCPRO PANGRAM - Other Functions



Reporting



Monitoring/Project  
Progress Tracking



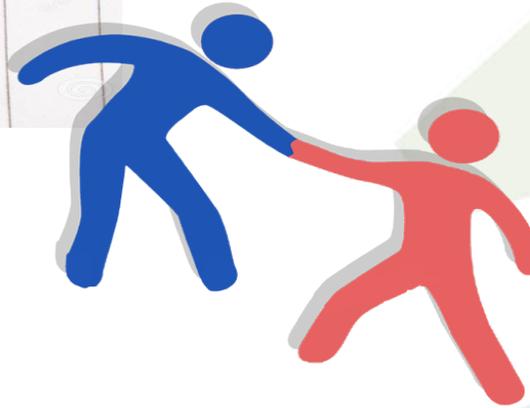
Research and  
Analysis



# NCPRO PANGRAM



COMMON  
MISTAKES



**We are here to help.**



Helpful  
TIPS

# PANGRAM: Missing information

Expense Category	Description	Approved Budget	Reimbursement/Disbursement	Payment This Period	to Date	Balance
P077	12.1 GEER Employee Expenses	\$13,375,636.12	\$4,404,834.00	\$332,348.30	\$4,737,182.30	\$8,638,453.82
P078	12.2 GEER Contracted Labor Expenses	\$2,595,272.68	\$854,669.29	\$46,774.07	\$901,443.36	\$1,693,829.32
P079	12.3 GEER Other Administrative Expenses	\$50,000.00	\$50,000.00		\$50,000.00	\$0.00
P083	12.7 Other goods and services purchased	\$3,992,727.20	\$1,314,875.82	\$88,364.63	\$1,403,240.45	\$2,589,486.75
<b>Totals</b>		<b>\$20,013,636.00</b>	<b>\$6,624,379.11</b>	<b>\$467,487.00</b>	<b>\$7,091,866.11</b>	<b>\$12,921,769.89</b>

Reimbursements for Item type P077

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Amount
P077-01	12/31/2021	General Program Cost		\$332,348.30	\$332,348.30
<b>Total</b>				<b>\$332,348.30</b>	<b>\$332,348.30</b>

Reimbursements for Item type P078

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Amount
P078-01	12/31/2021	General Program Cost		\$46,774.07	\$46,774.07
<b>Total</b>				<b>\$46,774.07</b>	<b>\$46,774.07</b>

Reimbursements for Item type P079

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Amount
	MM/DD/YYYY		Please Select		
<b>Total</b>					

Missing fields  
and blank lines



# PANGRAM: *Is* vs. *Contains*

Welcome Brenda Smith

Saved Searches ▾ All Grant Programs ▾ Go Advanced  

Search: Grantor Agreements  Back 

Archive Search

## Search Criteria Hide Search Fields

Agreement ID	is	12345	 
NCPRO Contract Number	contains		 
Program ID	contains		 
Grantee ID	is		 

Maximum Number of Results: 100

Save Search As:   Include View

**Result List: 0 Agreements Found**

View: TotalAgreementsApp... ▾ Filter:   

Agreement ID	NCPRO C...	Description	Full Project Name	Grantee ID	Grantee Name	Program ID	Created
--------------	------------	-------------	-------------------	------------	--------------	------------	---------

 No result found

# PANGRAM: *Is* vs. *Contains*

## Search Criteria

Hide Search Fields

Agreement ID	▼ is ▼	2000058575	⊕ ⊖
Agreement Description	▼ is ▼		⊕ ⊖
Program ID	▼ is ▼		⊕ ⊖
Grantee ID	▼ is ▼		⊕ ⊖

Maximum Number of Results: 100

Save Search As:   Include View

*“is”* -> full record ID #

vs.

*“contains”* -> partial ID #

## Result List

Filter:   

Expense Report Form	Agreement ID	Agreement Description	Grantee Name
NCPRO Expense Report	2000058575	COVID-19 support to St. Augustine's Univ	Saint Augustine's College / Raleigh NC 27610

# PANGRAM: *Is* vs. *contains*

Saved Searches ▾ All Grant Programs ▾ Go Advanced  

Search: Grantor Agreements  Back ▾ 

Archive Search

## Search Criteria

[Hide Search Fields](#)

Agreement ID	▾	contains	▾	<input type="text" value="2000058575"/>	 
NCPRO Contract Number	▾	contains	▾	<input type="text"/>	 
Program ID	▾	contains	▾	<input type="text"/>	 
Grantee ID	▾	is	▾	<input type="text"/>	 

Maximum Number of Results:

Save Search As:   Include View

Result List: 0 Agreements Found

View: TotalAgreementsApp... ▾ Filter:   

Agreement ID	NCPRO C...	Description	Full Project Name	Grantee ID	Grantee Name	Program ID	Created
--------------	------------	-------------	-------------------	------------	--------------	------------	---------

 No result found

*“is”* -> full record ID #

vs.

*“contains”* -> partial ID #

# PANGRAM: *Is* vs. *Contains*

Search: Grantor Agreements

Back

Archive Search

## Search Criteria

Hide Search Fields

Agreement ID	contains	58575	+ -
NCPRO Contract Number	contains		+ -
Program ID	contains		+ -
Grantee ID	is		+ -

Maximum Number of Results: 100

Search Clear Save Search As:   Include View

*“is”* -> full record ID #

vs.

*“contains”* -> partial ID #

Note: Use a blank search to view all agreements for your agency.

Result List: 1 Agreement Found

View: TotalAgreementsApp...

Filter:

Agreement ID	NCPRO C...	Description	Full Project Name	Grantee ID	Grantee Name	Program ID	Created
2000058575	OSBM A	COVID 19 support to St. A	COVID 19 support to St. Augustine's University	2000002155	Saint Augustine's College / Raleigh NC 27610	SEPE REV	01/28/20

# PANGRAM: *Save vs. Submit*

COMMENTS:

Select checkbox to attest:

I attest that my submissions do not include Personally Identifying Information as defined by 2 CFR 200 and NCGS 75-61(10). The following is the federal definition for ease of reference: Protected Personally Identifiable Information (Protected PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts.

Recipients and subrecipients of federal financial assistance are required under 2 CFR 303(e) to implement internal controls that take reasonable measures to safeguard protected PII. NCPRO's grant management system is not designed for storage of sensitive PII, and if you need to submit such data you should contact NCPRO staff to determine a means of secure transfer.

Check

Save

Submit

# PANGRAM: *Subsequent Requests*

## Form Validation Errors

Change Req cannot be submitted until the pending CR 4000050566 has been completed.



North Carolina Pandemic Recovery Office

Expense Reporting Document

<b>Grantee Name:</b>	<b>Grantee ID:</b>
<b>Program:</b>	<b>Date Prepared: *</b>
<b>Agreement Name:</b>	
<b>Agreement Number:</b>	<b>Agreement Period From:</b> <input type="text"/> <b>To:</b> <input type="text"/>
<b>Mailing Address:</b>	<b>Period From: *</b> <input type="text"/> <b>To: *</b> <input type="text"/>

Expense Category	Description	Approved Budget	Approved Expenditures	Expenses This Period	Accumulated Expenditures To Date	Balance
------------------	-------------	-----------------	-----------------------	----------------------	----------------------------------	---------

# Subaward Attachment Review

- In these slides we will:
  - Go over where to find subaward attachment information on the NCPRO website
  - Walk through completing a subaward attachment for both revenue replacement and non-rr project
  - How to attach subaward attachment to PANGRAM

# Subaward Attachment on NCPRO Website



**Individual Assistance Due to COVID-19**  
If you are an individual seeking assistance for income support, housing, or other needs due to COVID-19, please visit [NC211.org](https://nc211.org) or call 2-1-1. [Visit NC211.org for more information.](https://nc211.org)

An official website of the State of North Carolina [How you know](#)

[NC.GOV](#) [NCDHHS COVID-19](#) [Report Fraud](#) [Select Language](#)



[COVID-19 Funding](#) [Guidance](#) [Data & Research](#) [News & Stories](#) [About NCPRO](#) [Library](#)

[Guidance](#) > [Reporting](#)

## Reporting Information and Resources

### NCPRO Grant Management System



**PANGRAM**

[PANGRAM Information, Log-In, and User Guide](#)

### SFRF Reporting Handbooks

#### Revenue Replacement



[SFRF Reporting Handbook for Revenue Replacement Projects](#)

#### Non-Revenue Replacement



[SFRF Reporting Handbook for Non-Revenue Replacement](#)

### SFRF Performance Reporting Guidance



<https://ncpro.nc.gov/guidance/reporting-information-resources/state-fiscal-recovery-funds-revenue-replacement-reporting-handbook>

# Revenue Replacement VS Non-RR

## State Fiscal Recovery Funds Revenue Replacement Reporting Handbook

Last Updated September 2022

### Table of Contents

<a href="#">Purpose and Summary</a>	⌵
<a href="#">1. Required Reports</a>	⌵
<a href="#">2. How to Report</a>	⌵
<a href="#">3. When to Report</a>	⌵
<a href="#">4. Reporting to NCPRO</a>	⌵
<a href="#">5. Related Resources</a>	⌵
<a href="#">Appendix</a>	⌵

### Downloadable Documents

Use the links below to open and download a PDF version of the SFRF Reporting Handbook for Administering Agencies with Revenue Replacement Projects and an Excel version of the SFRF Subaward Reporting Template for Revenue Replacement Projects.

[Revenue Replacement Reporting Handbook PDF](#)

[Subaward Reporting for Revenue Replacement Excel Template](#)

## State Fiscal Recovery Funds Non-Revenue Replacement Reporting Handbook

Last Updated August 31, 2022

### Table of Contents

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<a href="#">1. Required Reports</a>	⌵
<a href="#">2. How to Report</a>	⌵
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<a href="#">5. Related Resources</a>	⌵
<a href="#">Appendix</a>	⌵

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[Non-Revenue Replacement Reporting Handbook PDF](#)

[Non-Revenue Replacement Reporting Excel Template](#)

# Reporting Handbooks



**STATE FISCAL RECOVERY  
FUNDS  
REPORTING HANDBOOK**  
*for*  
**ADMINISTERING AGENCIES**  
*with*  
**REVENUE REPLACEMENT  
PROJECTS**

**VERSION 1.0**  
SEP. ,2022



**STATE FISCAL RECOVERY  
FUNDS  
REPORTING HANDBOOK**  
*for*  
**ADMINISTERING AGENCIES**  
*with*  
**NON-REVENUE  
REPLACEMENT PROJECTS**

**VERSION 1.0**  
AUGUST 31,2022

# Download Attachments

## State Fiscal Recovery Funds Revenue Replacement Reporting Handbook

Last Updated September 2022

### Table of Contents

<a href="#">Purpose and Summary</a>	⌵
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[Non-Revenue Replacement Reporting Handbook PDF](#)

[Non-Revenue Replacement Reporting Excel Template](#)

# Certification Page

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Adobe Acrobat

AutoSave Off Save Undo Redo

G2 : X ✓ fx Reported Obligations ≥ \$50,000

				REVENUE REPLACEMENT PROJECTS	
Tracking		Reported Obligations ≥ \$50,000			
2022 Q2	\$	-			
2022 Q3	\$	-			
2022 Q4	\$	-			
2023 Q1	\$	-			
2023 Q2	\$	-			
2023 Q3	\$	-			
2023 Q4	\$	-			
2024 Q1	\$	-			
2024 Q2	\$	-			
2024 Q3	\$	-			
2024 Q4	\$	-			
2025 Q1	\$	-			
2025 Q2	\$	-			
2025 Q3	\$	-			
2025 Q4	\$	-			
2026 Q1	\$	-			
2026 Q2	\$	-			
2026 Q3	\$	-			
2026 Q4	\$	-			
<b>TOTAL</b>	<b>\$</b>	<b>-</b>			

*This chart auto-populates. Do not overwrite.*

Information about person submitting this report:

Name	Title	Email	Phone Number

Input highlighted cells.  
Do not alter any other cells.

Recipient Comments and Notes:

Notes:

\* Assigned by NCPRO on SFRF award agreement.

^ Select month during which the current report is due. Any activities that occurred prior to the start of the current month that have not previously been reported will be reported under the current reporting month. Refer to the note below about how to amend previously reported entries. **DO NOT DELETE OR ALTER PREVIOUSLY REPORTED INFORMATION. SEE BELOW.**

**AMENDING PREVIOUSLY REPORTED INFORMATION:** To amend previously reported information, provide a new entry for the current reporting period reporting the net value of the change. For example, if a subaward amount was reduced by \$2,000, make a new entry for the current reporting period using -2000 in the applicable subaward obligation amount field. Refer to NCPRO Reporting Handbook or contact your NCPRO grants contact for further information.

1. Certification 2. Help Text 3. Reporting Guide 4. Subrecipients ≥ \$50K 5. Subawards ≥ \$50K

Ready Accessibility: Investigate Display Settings 100%

# Help Text

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat Table Design

Comments Share

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Adobe Acrobat

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C19 : X ✓ fx The subrecipient's Unique Entity Identifier (UEI) created in SAM.gov.  
Format  
XXXXXXXXXXXX

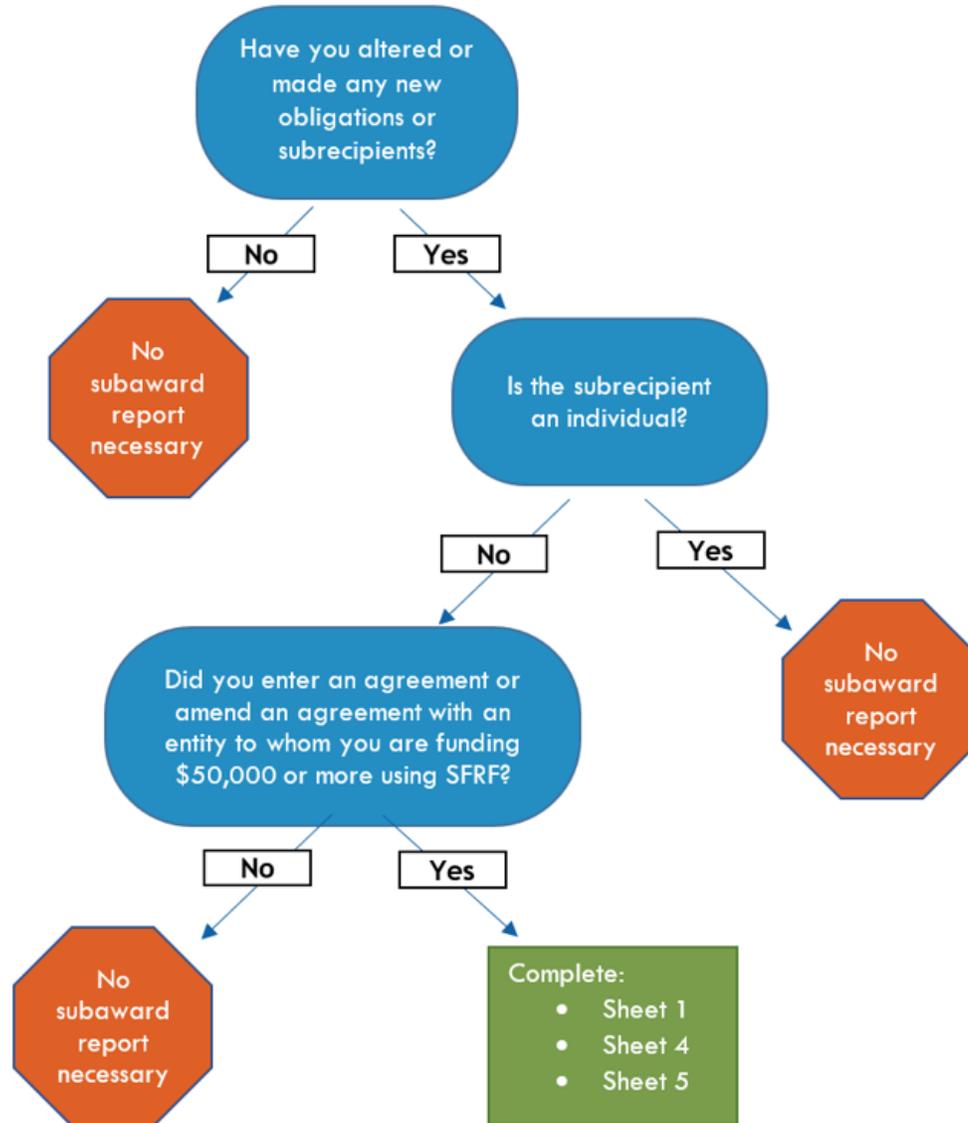
Item Number	Item	Help Text	Format	Required or Optional
RM01	Reporting Month	Select the month when the report is due (i.e., select "August" if the report is being submitted for the August 15 reporting deadline). Corresponding data may occur prior to August, and such records should be reflected in "Subaward Date" (item 506) and "Expenditure Start Date" and "Expenditure End Date" (items 602 and 603).	Drop-down list	Required
401	Subrecipient UEI	The subrecipient's Unique Entity Identifier (UEI) created in SAM.gov. NOTE: subrecipients must provide one of the following numbers:-UEI, or-TIN	alpha-numeric, 12 characters	Conditional: Only required if you do not provide subrecipient TIN
402	Subrecipient TIN	The Subrecipient's Internal Revenue Service (IRS) Taxpayer Identification Number, such as EIN NOTE: subrecipients must provide one of the following numbers:-UEI, or-TIN	9-digit number	Conditional: Only required if you do not provide subrecipient UEI
403	Subrecipient Name	The name of the Subrecipient	Text, 80 character max	Required
404	Subrecipient Point of Contact Email Address	The email address of the primary point-of-contact for the subrecipient. Must be valid Email format.	Text, 40 character max	Optional
405	Subrecipient Address Line 1	First line of the subrecipient's address.	Text, 150 character max	Required
406	Subrecipient Address Line 2	Second line of the subrecipient's address.	Text, 150 character max	Optional
407	Subrecipient Address Line 3	Third line of the subrecipient's address.	Text, 150 character max	Optional
408	Subrecipient City Name	Name of the city in which the subrecipient is located.	Text, 40 character max	Required
409	Subrecipient State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory in which the subrecipient is located.	Drop-down list	Required
410	Subrecipient 5 digit Zip Code	United States ZIP code (five digits) associated with the subrecipient's address. Format XXXXX, 5 numeric characters	Numeric, 5 characters	Required
501	Subrecipient UEI	The subrecipient's Unique Entity Identifier (UEI) created in SAM.gov. Format XXXXXXXXXXXX 12 alphanumeric characters	12 alphanumeric characters	Conditional: Only required if you do not provide subrecipient TIN
502	Subrecipient TIN	The subrecipient's Internal Revenue Service (IRS) Taxpayer Identification Number. Format XXXXXXXXX, 9 numeric characters	9 numeric characters	Conditional: Only required if you do not provide subrecipient UEI
503	Subaward No.	Recipient's internal account number for the grant, contract, transfer, or direct payment. This can be the account number or any other unique identifying number assigned by the Recipient to the award. This number is strictly for the Recipient's		Required

1. Certification 2. Help Text 3. Reporting Guide 4. Subrecipients ≥ \$50K 5. Subawards ≥ \$50K

Ready Accessibility: Investigate Display Settings 90%

# Reporting Guide

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# Subawards for RR

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	A	B	C	D	E	F	G	H	I	J	K	L
	Field Name	Reporting Month	Subrecipient UEI	Subrecipient TIN	Subaward Number	Subaward Type	Subaward Amount (Obligation)	Subaward Award Date	Place of Performance City	Place of Performance State Code	Place of Performance Zip Code	Purpose of Subaward Funds
1												
2	Item Number	RM01	401	402	503	504	505	506	514	515	516	517
3	Required or Optional	REQUIRED	Conditional: Must provide TIN OR UEI	Conditional: Must provide TIN OR UEI	Required	Required	Required	Required	Required	Required	Required	Required
4	Validation	Dropdown	Alphanumeric, 12 characters	Numeric, 9 characters	Suggested: Numeric, 3 - 10 digits	Dropdown	Numeric, no dollar signs	MM/DD/YYYY	Text, 40 character max	Select from dropdown	Numeric, 5 digits	Text, 3,000 character max
5	Help Text	Select month when report is due.	UEI assigned by SAM.gov. Required if TIN not provided.	Tax Identification Number assigned by IRS (e.g., EIN). Required if UEI not provided.	Number used to uniquely identify and track each subaward. No special characters.	Review Reporting Handbook for details on subaward types.	Obligation reflects agreement with another entity to provide services, goods, receive financial assistance, or carry out subaward.	Provide the date the subaward agreement is effective (e.g., when activities or allowable costs may be incurred).	May be different than subrecipient address. Should reflect where work will primarily take place.	May be different than subrecipient address. Should reflect where work will primarily take place.	May be different than subrecipient address. Should reflect where work will primarily take place.	Describe the purpose of providing the subaward in relation to the purposes of the SFRF
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# Subrecipients for Non-RR

Microsoft Excel ribbon: Clipboard, Font (Calibri, 12), Alignment, Number, Styles (Conditional Formatting, Format as Table, Cell Styles), Cells (Insert, Delete, Format), Editing (Sort & Filter, Find & Select), Sensitivity, Add-ins, Adobe Acrobat (Create PDF, Create PDF and Share link, Share via Outlook).

Formula bar: W1, Executive Name (4)

	M	N	O	P	Q	R	S	T	U	V	
1	Zip	Is Subrecipient registered in SAM.gov? (select "yes" or "no")	In its preceding fiscal year, did subrecipient receive 80% or more of its annual gross revenue from federal funds?	In the preceding fiscal year, did subrecipient receive \$25 million or more of its annual gross revenue from federal funds?	Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?	Executive Name (1)	Total Compensation Executive (1)	Executive Name (2)	Total Compensation Executive (2)	Executive Name (3)	Total Compensation Executive (3)
2		411	412	413	414	415	416	417	418	419	420
3		Required	*Conditional: Required only if you answered "No" to item 411	*Conditional: Required only if you answered "No" to item 411	*Conditional: Required only if you answered "Yes" to items 412 and 413	*Conditional: Required only if you answered "No" to item 414	*Conditional: Required only if you answered "No" to item 414	*Conditional: Required only if you answered "No" to item 414	*Conditional: Required only if you answered "No" to item 414	*Conditional: Required only if you answered "No" to item 414	*Conditional: Required only if you answered "No" to item 414
4		Dropdown	Dropdown	Dropdown	Dropdown	Text, 100 character max	Number, Do not use dollar sign	Text, 100 character max	Number, Do not use dollar sign	Text, 100 character max	Number, Do not use dollar sign
5		If cannot confirm, answer "no" and continue to items 412 and 413	"Federal funds" only count grant (sub)awards and contracts.	"Federal funds" only count grant (sub)awards and contracts.	Answer "yes" if entity is public agency or required to file with SEC or submit 990.						
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Navigation: 1. Certification, 2. Help Text, 3. Reporting Guide, 4. Subrecipients ≥ \$50K, 5. Subawards ≥ \$50K, 6. Expenditures ≥ \$50K, 7. Aggregat

Status: Ready, Accessibility: Investigate, Display Settings, 80%





# Payments to individuals

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	A	B	C	D	E	F
1	<b>Field Name</b>	<b>Reporting Month</b>	<b>Total Period Obligation Amount (Aggregates)</b>	<b>Total Period Expenditure Amount (Aggregates)</b>		
2	Item Number	RM01	801	802		
3	Required or Optional	REQUIRED	Required if payments were made to individuals this reporting period	Required if payments were made to individuals this reporting period		
4	Validation	Dropdown	Number, no dollar sign	Number, no dollar sign		
5	Help Text	Select month when report is due.	Aggregated total of obligations to individuals and sole proprietorships this period.	Aggregated total of expenditures to individuals and sole proprietorships this period.		
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# Programmatic Information

- Some Non-RR projects have additional programmatic information that is entered when certain milestones are met.
- Reporting contacts for these projects should reach out to their grant manager if they have any questions about entering in this data.

# Submitting in PANGRAM

- Once the subaward attachment is complete, attach the file in PANGRAM

▼ Notes  Filter:

Actions	Text Type	Text	Language
	Workflow Log	L1 Approved ( APL1 ), by Heather Laffler ( HLLAFFLER ), on date: 07/21/2022 , time: 13:37:50 L2 Approved ( APRV ), by Nazan Oztemiz ( ...	English

▼ Attachments    |  Download Advanced Filter:

Actions	Attachment Type	Description	Name	Created On	Created By
<a href="#">Properties</a>  	Subrecipients Files (Excel File...		SFRF Subaward Attachment v...	07/14/2022 18:09	

**Upload Document(s) From Local Hard Disk:**

► Change History 

► Transaction History 

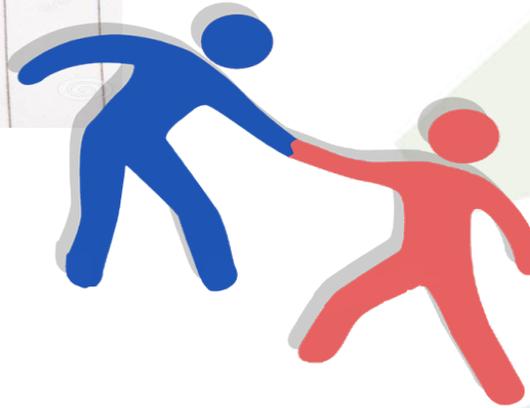
▼ Workflow Log   

Subject	Date	Time	Status	Result	Agent Name	Agent ID	Forward To	Forward From
► NCPRO Expense Report 400003...	07/22/2022	15:13:31	Completed		Workflow-System	WF-BATCH		

# NCPRO Subaward Reporting



COMMON MISTAKES



**Make sure if a column is marked “Required” there is information entered**



**Helpful  
TIPS**

# PANGRAM Office Hours

- **What:** Technical Assistance to NCPRO Partners
- **When:** Tuesdays, 3:00 PM – 4:00 PM (from 10/10/2023 to 06/30/2024)
- **Where:** Access the meeting at your convenience at [Microsoft Teams Meeting](#) (Directly click the link to join the meeting)

# NCPRO PANGRAM and Expense Report Training



