

NC PANDEMIC RECOVERY OFFICE
PANGRAM USER GUIDE

Updated: August 25, 2022



NCPRO

NC Pandemic Recovery Office

**USER
GUIDE**

INTRODUCTION

A Brief Introduction to the NCPRO PANGRAM System

WHAT IS PANGRAM?

PANGRAM stands for PANdemic GRants and Awards Management and is a customized version of the SAP Grants Management System developed by the North Carolina Department of Transportation (NCDOT).

NCPRO launched its grant management system in December 2021. The ERA, GEER, HAF and SFRF funds are managed in PANGRAM.

More than a dozen state agencies use a version of NCDOT's SAP system to manage grants, awards and contracts.

HOW IS IT USED?

The PANGRAM system is used by NCPRO Grant Managers and external fund recipients for the following purposes related to grant management:

- Agreement Creation
- Project/Agreement Execution
- Reporting
- Monitoring/Tracking of Project Progress
- Research and Analysis

TABLE OF CONTENTS

4

PANGRAM RECIPIENT USER REGISTRATION

5

LOG IN TO PANGRAM

6

VIEW AGREEMENTS (CONTRACTS)

8

PAYMENT REQUESTS

10

FILE EXPENSE REPORTS

13

SUPPORTING DOCUMENTS

14

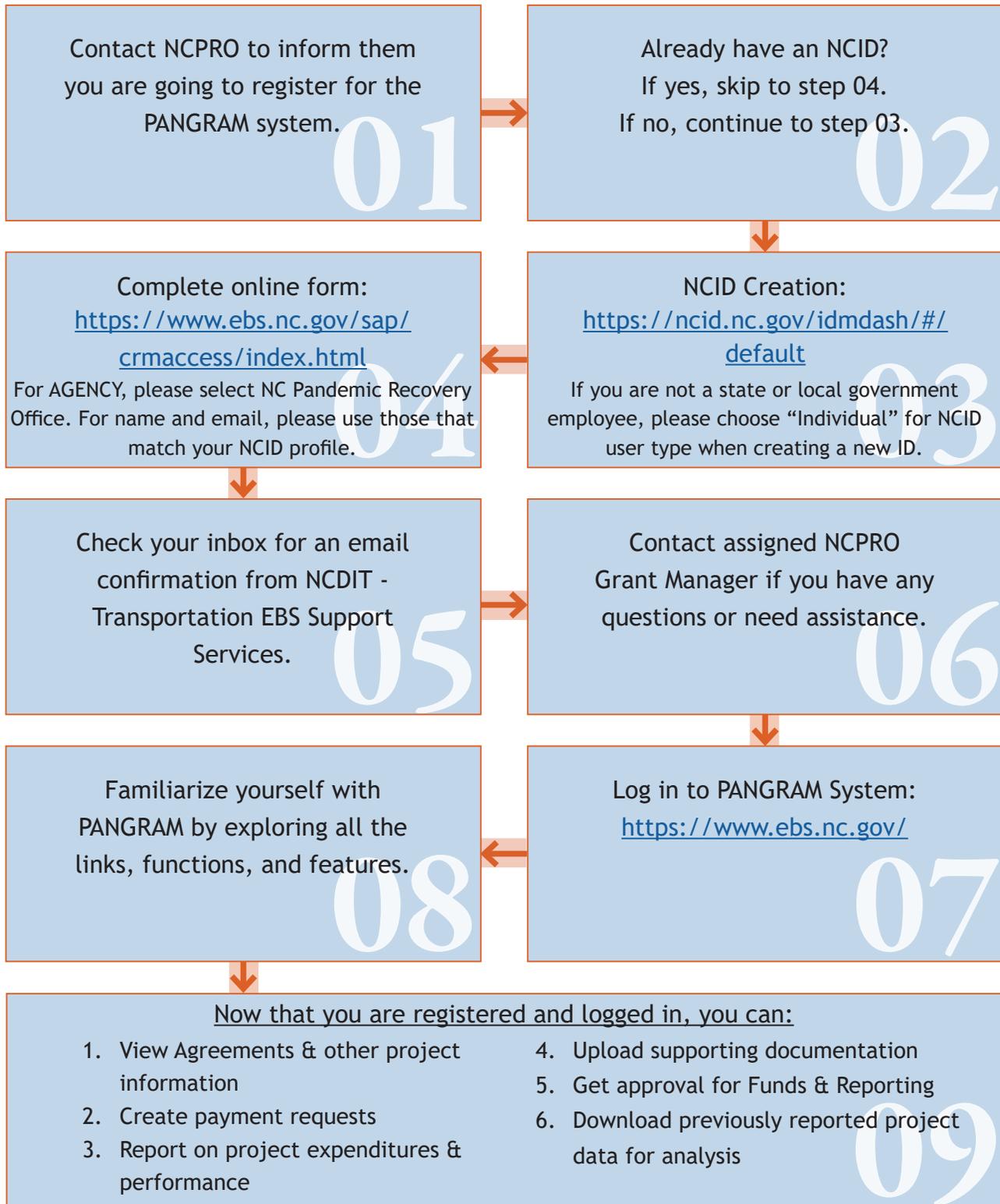
BEST PRACTICES

15

ADDITIONAL RESOURCES

PANGRAM Recipient User Registration

Step-By-Step Instructions for PANGRAM Recipient User Registration and Workflow



LOG IN TO PANGRAM

PANGRAM User Log-In: <https://www.ebs.nc.gov/>

Please log in with your NCID username and password.



Enterprise Business Services

User *

Password *

Passwords are case sensitive

Log On

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

If you CANNOT access the EBS Portal due to an ‘authentication error’ or if you have forgotten your NCID or Password, please try the following instructions. Do not skip any steps.

1. Close down all internet sessions.
2. Log onto your NCID Account at <https://ncid.nc.gov>
 - If you have forgotten your User ID or Password, click on the appropriate link and follow the prompts.
 - If your account is Locked, click on the appropriate link, and follow the prompts.
 - Otherwise, proceed with step 3.
3. On the Application tab, click on Setup Security Question.
 - Verify your security questions are set up. If they are not, they must be established.
4. Close down all internet sessions.
5. Log onto the EBS Portal <https://www.ebs.nc.gov>

If you are still unable to logon on to EBS, repeat the instructions above. However instead of clicking on the Setup Security Question tile (step 3), click on Change My Password and create a new password for the account. Then continue with steps 4 and 5.

Please note NCID is self-service. You can reset your password on the NCID Website: <https://ncid.nc.gov>. You will receive an email to change your password every 90 days. **Failure to change your password on NCID’s website will result in your NCID being deleted and loss of access to EBS.** Do not disregard these emails.

If there are any further issues, contact EBS Support (EBSSupport@ncdot.gov) with a phone number where you can be reached.

VIEW AGREEMENTS

Your agency may have multiple agreements (contracts) with NCPRO. Follow the steps below to view your agency's agreements and agreement information.



Locate the Search section and click the “View Agreement” link.

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



Use a blank search (click “Search” without entering any criteria) to view all agreements for your agency OR enter an Agreement ID to search for a specific agreement.

Search Criteria

Agreement ID is 2000057250

NCPRO Contract Number contains

Program ID contains

Grantee ID is

Maximum Number of Results: 100

Search Clear Save Search As: Include View Save

Result List: 1 Agreement Found

View: On the Queue

Program ID	Posting Date	Agreement ID	NCPRO Contract Number
SFRF_REVENUE_REPLACEMENT	02/21/2022	2000057250	OSBM-PREMIUM-01

VIEW AGREEMENTS

(Cont.)



Select the agreement to view all of the details such as budget amount, project start and end dates, and final contract (MOU).

Agreement: 2000057250, Premium Pay Bonuses - State and Local Back

Save | Cancel | New | Copy | Refresh | DocuSign - Start Signing Process | DocuSign - Signing Status

Agreement Overview Edit

General Data	Amounts
NCPRO Contract Number: OSBM-PREMIUM-01	Authorized Amount: 545,000,000.00 USD
Description: Premium Pay Bonuses - State and Local	Billing Req. Amount: 409,772,085.58 USD
Grantee ID/Name: 2000016162 / NC Office of State Budget and Management	Payment Account Information
Grantee Contact: 2000016162 / NC Office of State Budget and Management	[Redacted]
Program ID/Desc.: SFRF_REVENUE_REPLACEMENT / SFRF: Revenue R...	NCGrants Data
Posting Date: 02/21/2022	NC Grants ID:
Last Changed By/On: FF_FUNCTION / 03/09/2022	NC Grants Indicator:
Employee Responsible: Marquis Crews	NGO Flag: <input type="checkbox"/>
Start Date: 03/03/2021	Service Type:
End Date: 12/31/2026	Tran Type - NCGrants:
Status: Approved	NC Grants Contract N:
Session Law: 2021-180	Funding Source:
Session Law Section: 39.2	ARRA Flag:
	Optional Agency Text:

Full Project Name
Premium Pay Bonuses - State and Local Education Employees

Agreement Item List New Edit List

Actions	Item No	Expense Type	Status	Authorized Amount	Authorized Claim A...	Open Balance	Expense Amount
	10	6.1 Provision of Govern...	Released	545,000,000.00	409,772,085.58 USD	135,227,914.42 USD	0.00 USD

Notes New

Actions	Text Type	Text	Language
	Project Description	Provides a \$1,000 bonus for full-time State employees and local education employees, regardless of funding source. Also provides ...	English
	Workflow Log	Submitted (SBMT), by Marquis Crews (MCREWS1), on date: 03/02/2022 , time: 11:23:34 L1 Approved (APR1), by Jon Williams...	English

Attachments Attachment URL With Template | Advanced

Actions	Attachment Type	Description	Name	Created On	Created By
	Policy Documents	Budget Bill	2021-180	02/21/2022 15:17	MCREWS1

Upload Document(s) From Local Hard Disk: No file chosen

Transaction History

Change History

Workflow Log

PAYMENT REQUESTS

After the MOU is signed, one immediate task for most recipients is to request funding.



Locate the Create section and select “Create Payment Request” link.

Search

- View Agreement
- Review Payment Request
- Review Expense Report
- Change Payment Request
- Change Expense Report

Create

- New Payment Request**
- New Expense Report

Web Links

- NCPRO PANGRAM Website/FAQ
- NCPRO PANGRAM Training Library



Use a blank “Search” OR search by Agreement ID and open the “Payment Request Form” for the agreement/project you are requesting funds from.*

Search Criteria

Agreement ID contains [] [] [] []
Agreement Description contains [] [] [] []
Program ID contains [] [] [] []
Grantee ID is [] [] [] []

Maximum Number of Results: 100

Search Clear Save Search As: [] [] Include View Save

Result List (6 rows filtered)

View: [Standard View]

Disbursement/Reimbursement Form	Agreement ID	Description
NCPRO Disbursement Form	2000052670	NCcareers.org
NCPRO <u>Payment Request Form</u>	2000052670	NCcareers.org
NCPRO Disbursement Form	2000057844	Travel and Tourism Marketing
NCPRO <u>Payment Request Form</u>	2000057844	Travel and Tourism Marketing
NCPRO Disbursement Form	2000057845	High Point Furniture market
NCPRO <u>Payment Request Form</u>	2000057845	High Point Furniture market

*Please always select “NCPRO Payment Request Form” NOT “NCPRO Disbursement Form”

PAYMENT REQUESTS

(Cont.)



Fill out the data entry (highlighted blue).



North Carolina Pandemic Recovery Office
Payment Request Document

Grantee Name: NC Dept of Commerce Mail Service Center 4346		Grantee ID: 2000007144	
Program: GEER1 - Governor's Emergency Education		Date Prepared: * 03/22/2022	
Agreement Number: 2000052670		Mailing Address: Mail Service Center 4346 301 N. Wilmington Raleigh, NC 27699-4346	
Agreement Name: NCcareers.org		Agreement Period From: 12/01/2020 To: 09/30/2022	
Payment Request Type: * <input type="radio"/> Reimbursement <input type="radio"/> Disbursement		Invoice Period From: * <input type="text"/> To: * <input type="text"/>	

Expense Category	Description	Approved Budget	Approved Reimbursement/Disbursement	Payment This Period	Accumulated Payments to Date	Balance
P077	12.1 GEER Employee Expenses	\$130,208.40	\$909.58		\$909.58	\$129,298.82
P078	12.2 GEER Contracted Labor Expenses	\$46,503.00	\$0.00		\$0.00	\$46,503.00
P079	12.3 GEER Other Administrative Expenses	\$10,000.00	\$0.00		\$0.00	\$10,000.00
P083	12.7 Other goods and services purchased	\$9,300.60	\$0.00		\$0.00	\$9,300.60
Totals		\$196,012.00	\$909.58	\$0.00	\$909.58	\$195,102.42

Reimbursements for Item type P077

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

Reimbursements for Item type P078

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

Reimbursements for Item type P079

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

Reimbursements for Item type P083

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

COMMENTS:

- Select “Disbursement” option for Payment Request Type by default.
- Invoice Period “To:” date cannot be later than the payment request date.
- Reference # is for the recipient agency to use for reference; it should be unique by project.
- Reference Date must be between the invoice period.
- Description/Subrecipient Name is a required field; enter a brief description of the fund needs.
- Select one item from the Accounting Categories dropdown list; if you are not sure which one to choose, select **02A: Grant Program Execution Personnel Costs AND/OR 02B: Grant Program Execution All Other Costs.**
- Please use the comments section to add more details and explanation for the payment request.
- Click “Submit” and then attach any necessary supporting documents.

FILE MONTHLY PROJECT & EXPENDITURE REPORTS

SFRF recipients are required to file monthly expense reports and programmatic data entry after receiving their first disbursement of funds and beginning to have expenses.

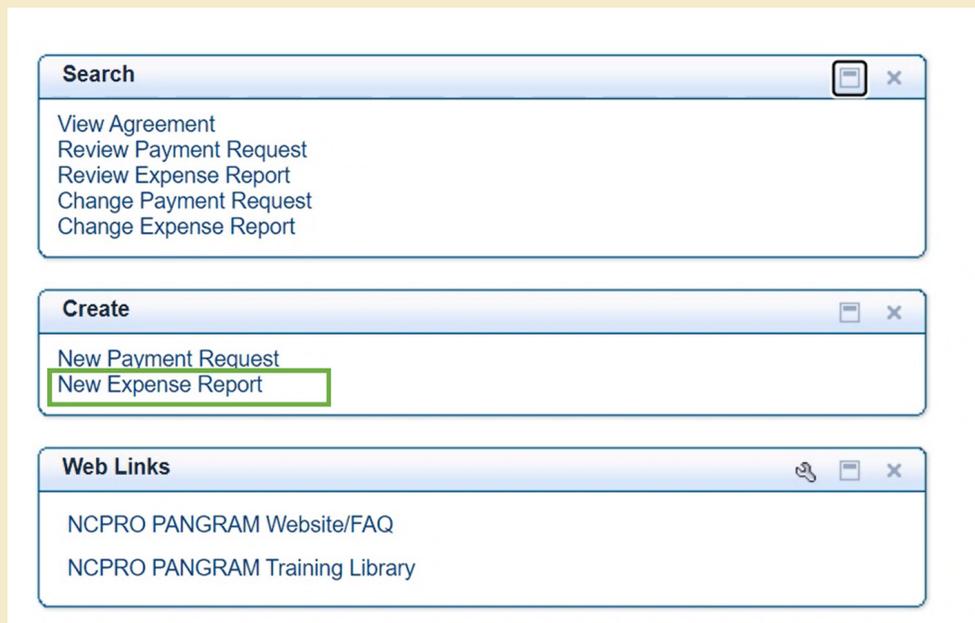
Once previous monthly expenses are available, recipients should file the expense form as soon as possible. Even if there are no expenses for the reporting month, recipients still need to log in to PANGRAM to file the expense report and submit a “0” amount for the previous month’s expenses.

When submitting the monthly expense report, please remember to attach all necessary supporting documentation (invoices, payment proofs, etc.).

For more detailed project and expenditure reporting guidance, see the SFRF Project & Expenditure Reporting Guide.



Locate the Create section and click the “New Expense Report” link.



FILE MONTHLY PROJECT & EXPENDITURE REPORTS

(Cont.)



Use a blank “Search” OR search by Agreement ID and click the “NCPRO Expense Report” link to open a new expense report form.

Search: Expense Report Form Back ▾

Search Criteria Hide Search Fields

Agreement ID ▾ is ▾ 20000XXXXX ○ ○

Agreement Description ▾ is ▾ ○ ○

Program ID ▾ is ▾ ○ ○

Grantee ID ▾ is ▾ ○ ○

Maximum Number of Results: 300

Search Clear Save Search As: Include View Save

Result List Filter:

Expense Report Form	Agreement ID	Agreement Description	Grantee Name	Employee Resp...	User status
NCPRO Expense Report	2000052478	Student success grants	Department of Public Instruction / Raleigh ...	2000015666	Approved
NCPRO Expense Report	2000052617	Student wellness grants	Department of Public Instruction / Raleigh ...	2000015666	Approved
NCPRO Expense Report	2000052670	NCcareers.org	NC Dept of Commerce / Raleigh NC 2769...	2000015666	Approved
NCPRO Expense Report	2000052671	Workforce Resilience Grant	North Carolina Community College Syste...	2000015666	Approved
NCPRO Expense Report	2000052672	UNC Resilience Grants	UNC System Office / Chapel Hill NC 27599	2000015666	Approved
NCPRO Expense Report	2000052673	HS Populations Support	UNC System Office / Chapel Hill NC 27599	2000015666	Approved
NCPRO Expense Report	2000052674	NC Resilience Grants	NCSEAA Does Not Exist	2000015666	Created
NCPRO Expense Report	2000052725	Longleaf Commitment Institutional	North Carolina Community College Syste...	2000015666	Return to L1
NCPRO Expense Report	2000052726	Longleaf Commitment Student Aid (GEER I)	NCSEAA Does Not Exist	2000015666	Created
NCPRO Expense Report	2000052727	UNC High School Populations Support	UNC System Office / Chapel Hill NC 27599	2000015666	Approved



Fill out the Expense Report Document following the instructions and tips on the next page.



North Carolina Pandemic Recovery Office

Expense Reporting Document

Grantee Name: NC Department of Cultural Resources	Grantee ID: 2000013228
Program: SFRF_REVENUE_REPLACEMENT	Date Prepared: * 08/24/2022
Agreement Name: WF test	
Agreement Number: 2000053985	Agreement Period From: 06/24/2021 To: 12/31/2026
Mailing Address: 4401 Zoo Parkway Asheboro, NC 27205	Period From: * <input type="text"/> To: *

Expense Category	Description	Approved Budget	Approved Expenditures	Expenses This Period	Accumulated Expenditures To Date	Balance
P062	6.1 Provision of Government Services	\$1,000,000.00	\$4.00		\$4.00	\$999,996.00
Total Expenses		\$1,000,000.00	\$4.00	\$0.00	\$4.00	\$999,996.00

Expenses for Item type P062

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Expense Amount	Add Line
	MM/DD/YY		01A: Grant Administration			
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 or expenditures this reporting period? (If yes, please upload subrecipient-subaward data as an attachment):

Q5: Does project include a capital expenditure?:

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.

- Before you begin filling out the Expense Reporting Document, please ensure you have all the detailed supporting documents for the expense report. Please note: PII is not allowed to be uploaded into the PANGRAM system.
- Period: Enter the previous month's date range (Example: Period From: 4/1/2022 To: 4/30/2022).
- Fill out the expenses for each accounting category in corresponding expense types.
- It is a good practice that one line of entry in the expense report will have one corresponding supporting document.
- It is good practice that the name of the supporting document includes the expense line's corresponding Reference #.
- Please use the comments section to add more details and explanations for the expense activities in the previous month.
- Programmatic Data fields vary from program to program. The form to the left is one sample. Consult with NCPRO Grant Managers if there are questions or confusion.
- After you finish the data entry for expense and programmatic fields, please read the attestation at the bottom of the page and click the check box to confirm you have read and agree to the terms.
- All supporting documents are uploaded after clicking the "Save" or "Submit" button. Multiple documents can be uploaded.
- The "Save" button will save the expense report as a DRAFT that you can return to later to complete by clicking the "Change Expense Report" link from the PANGRAM Home page in the "Search" section.
- The "Submit" button means your entries are complete and the expense report is ready to be submitted to NCPRO Grant Managers for review and approval.

SUPPORTING DOCUMENTS

Supporting documents are any documents which can help justify your payment request and prove your actual expenses.

Other required documents (sub-recipient data, programmatic data, performance review data, Audit data) are also part of supporting documents for SFRF grant management system. Expense reports should be done in each month during the lifespan of the project.

Documents Required for Monthly Reporting:

- Proof of payment/expense
- Invoices or receipts
- Programmatic data
- Subrecipient and subawards data (if any)

Documents Required for Annual Reporting:

- Some project and demographic data
- Some performance data
- Single Audits
- Other required supporting documents

Please Note: To submit a \$0.00 monthly expenditure, please refer to the [linked presentation slides 5-7 entitled Submitting Zero Expenditures](#).

BEST PRACTICES

Please refer to these best practices for using PANGRAM, completing expense reports, meeting with NCPRO Grant Managers and more.

Schedule a recurring time on your calendar at the beginning of each month to work on the completed month's expense report.

Your assigned NCPRO Grant Manager will schedule a 30-minute meeting with your agency each month.

Your assigned NCPRO Grant Manager will schedule a 2-hour meeting each quarter for 2022 quarterly reporting.

Train any new staff as soon as possible if there are any personnel turnover.

Attend bi-weekly interagency meetings to stay up-to-date on information and requirements for SFRF.

Train other users in your agency and help answer their questions.

Have all the corresponding NCPRO contact information on hand to ask questions when needed.

Share your suggestions, comments and feedback with NCPRO.

Email and Microsoft Teams are efficient ways to connect with NCPRO staff.

ADDITIONAL RESOURCES

Glossary of Acronyms

ARPA - American Rescue Plan Act

CPF - Capital Projects Fund (ARPA)

CRF - Coronavirus Relief Funds (CARES)

ERA - Emergency Rental Assistance (CRRSA and ARPA)

EDAT - Economic Development Administration Tourism (ARPA)

GEER - Governor's Emergency Education Relief (CARES and CRRSA)

HAF - Homeowners' Assistance Funds (ARPA)

LFRF - Local Fiscal Recovery Funds (ARPA)

SFRF - State Fiscal Recovery Funds (ARPA)

NCPRO Website

NCPRO Home Page: <https://ncpro.nc.gov/>

ARPA Landing Page: <https://ncpro.nc.gov/covid-19-funding/arpa>

PANGRAM Site Page: <https://ncpro.nc.gov/covid-19-funding/arpa/ncpro-grant-management-system-pangram>

U.S. Treasury Guidance

[Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds - Updated June 10, 2022](#)