

CFWYI Grants Management System Frequently Asked Questions

Q: How do we access the CFWYI Grants Management System, which is part of North Carolina's Enterprise Business Services system?

A: You can access the system by going to [NC EBS Portal](#) and entering your NCID and password.

Q: What browser is recommended for accessing the CFWYI Grants Management System?

A: Edge and Chrome are the recommended browsers for using the CFWYI Grants Management System.

Q: If I have questions about registering for the CFWYI Grants Management System, who should I contact?

A: Questions about registering for the system should go to the CFWYI security coordinator, Sandra Ross, at Sandra.Ross@doa.nc.gov. For help with passwords, go to [NCID User Help | NCDIT](#).

Q: If I currently have access to non-CFWYI grants in the EBS system, do I need another login and password to access the CFWYI Grants Management System?

A: If you currently have an NCID to access EBS, you can use those credentials, but you will need to request access to the CFWYI Grants Management System using the following link: <https://www.ebs.nc.gov/sap/crmaccess/index.html>. If you have already received confirmation from CFWYI that you are registered for the system, you do not need to request access again!

Q: How do I register for an NCID?

A: To register for an NCID, click on the following link: [Register for your NCID](#). Once you arrive on the page, click on the "Register" link in the bottom right corner. Next, click on the "Individual" button to create an Individual ID. The "User ID Name" you select will be your NCID.

Q: How many users can each CFWYI grantee/subgrantee have registered at one time?

A: Each agency may have up to three (3) registered users.

Q: Will the field descriptions/instructions be in the live system?

A: Yes, if you hover over many fields within the system, it will give you instructions on what information to put in each section.

Q: When will we create actual budgets in the Grants Management System?

A: If you have requested and been granted access, you will have the ability to enter your budgets starting Wednesday, August 24, 2022 for state grants and FVPSA ARP Supplemental grants. FVPSA Core subrecipients can enter their budgets starting September 15, 2022.

Q: Will FY 22-23 contracts be completed in the new Grants Management System?

A: No. Contracts will not be completed in the system until FY 23-24. For FY 22-23, contracts will be delivered electronically via DocuSign. Final executed contracts will ultimately be uploaded into the Grants Management System for easy access. Payments will not issue until contracts are fully executed.

Q: What information should go in the user narrative field in the actual budget?

A: The user narrative (budget narrative) field should be used to explain the calculations in determining the requested amount, as well as a description of what the person/item will do as it relates to the grant.

Q: Is there a maximum number of characters for the user narrative?

A: No, there is no maximum character count.

Q: Will I be able to add new positions or budget line items not included in my original approved budget?

A: Yes, you can submit a request for new line items through a “change request;” however, all new budget line items must be approved by the Region Director and Grants Administrator.

Q: Will I get notices that my budgets are approved, returned for correction, or rejected?

A: Yes, the system will notify you of the result of each request within the system as it happens.

Q: What happens if my budget is returned for correction?

A: If your budget is returned for correction, you will receive an email explaining the reason(s). If you need additional clarification before fixing the errors or providing the additional information requested, please contact the CFWYI staff listed in the notice (either a Region Director or Grants Administrator). You will need to submit a new budget.

Q: How can I make changes to a budget after it has been submitted but before it has been approved?

If you need to make changes to a budget *before* it has been approved, please contact your region office (or Grants Administrator for FVPSA) for assistance. Budgets that are in a “pending” status must be released back to you for editing. Please remember to resubmit after you have made the desired changes.

Q: How can I make changes to a budget after it has been approved?

A: To make changes to an approved budget, you must submit a “change request” for review and approval by the appropriate CFWYI staff.

Q: Will the CFWYI Grants Management System replace SharePoint?

A: Yes, once this system is complete and all functionality is live, the system will replace SharePoint for managing all grants. However, before we go live with all system functionality, SharePoint will still be used for limited purposes.

Q: Will I receive an expense workbook for my grant(s)?

A: No. You will not receive a separate expense workbook this year. Monthly expenditure/reimbursement reports and budget transfer requests (known as change requests in the new system) will be entered and submitted directly through the Grants Management System.