

Steps for making your NCID

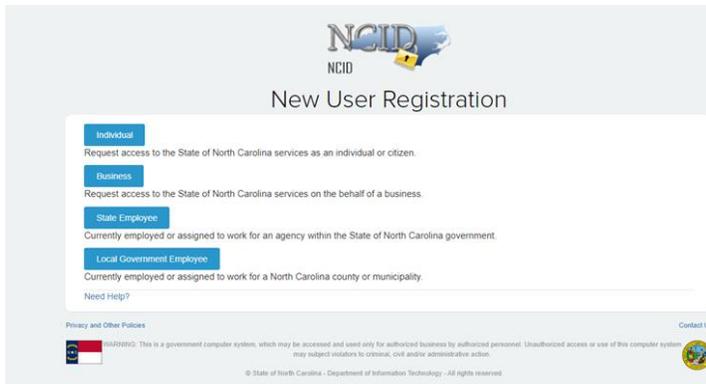
Each person who applies for EBS access must have a NCID.

1. You need to have an individual NCID. Go to this link: [Identity Manager Dashboard \(nc.gov\)](https://www.nc.gov/identity-manager)
2. Click on Register! At the bottom right of the box.



The screenshot shows the NCID Login page. At the top, there is a logo with the text "NCID" and a map of North Carolina with a yellow padlock. Below the logo are two input fields: "Username" and "Password". A blue button labeled "NCID Login" is positioned below the password field. Underneath the button are three links: "Forgot Username", "Forgot Password", and "Unlock Account". At the bottom left, there is a link "Need Help?" and at the bottom right, a link "Register!". At the very bottom, there are two more links: "Privacy and Other Policies" on the left and "Contact Us" on the right.

3. Click on Individual



The screenshot shows the NCID New User Registration page. At the top, there is a logo with the text "NCID" and a map of North Carolina with a yellow padlock. Below the logo is the title "New User Registration". There are four selection options, each with a blue button and a description: "Individual" (Request access to the State of North Carolina services as an individual or citizen.), "Business" (Request access to the State of North Carolina services on the behalf of a business.), "State Employee" (Currently employed or assigned to work for an agency within the State of North Carolina government.), and "Local Government Employee" (Currently employed or assigned to work for a North Carolina county or municipality.). Below these options is a "Need Help?" link. At the bottom left, there is a "Privacy and Other Policies" link. At the bottom right, there is a "Contact Us" link. At the very bottom, there is a warning: "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." Below the warning is the copyright notice: "© State of North Carolina - Department of Information Technology - All rights reserved." and a small logo.

4. The Desired Username will be your NCID. You make this up. Write it down somewhere. And write your password down. And make sure you remember the email address you used to make your NCID.

Register User

• Desired Username

Prefix

• First Name

Middle Initial

• Last Name

Suffix

• Email

5. After you have your NCID, click on this link [EBS EXTERNAL AR APP \(nc.gov\)](#)

This is the application to request access to the EBS system.

Enterprise Business Services (EBS)

User ID Information

Agency: *

If you already log into ebs.nc.gov (Enterprise Business Services), 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: *

The agency is a drop-down menu. You are going to choose DOA - Council for Women & Youth Inv.

You also need to know the legal name of your agency and the tax id.

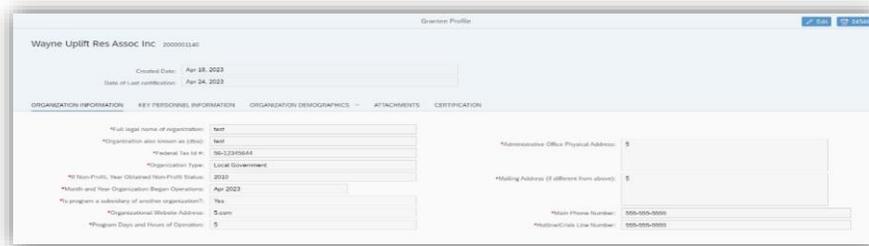
After you complete and submit this form, I will receive an email. I will then double check your tax id and forward your application to the next level which no one in CFWYI is involved in – it's DIT. At that second level, your NCID is checked. If you filled that information out correctly, you will receive a welcome email with an explanation about how to access the Grants Management System. If something about your NCID was not correct, but you and I will receive an email explaining next steps. And we will work together to get the corrections made.

Grantee Profile

You only need to complete one profile per agency, regardless of the number and type of grants for which you are applying or have been awarded.

To create your profile, click on the “Grantee Profile” tile:

1. **Organization Information:** This section requests basic information about your organization.



The screenshot shows a web form titled "Grantee Profile" for "Wayne Uplift Res Assoc Inc" with ID "2000051140". The form is divided into several sections: "ORGANIZATION INFORMATION", "KEY PERSONNEL INFORMATION", "ORGANIZATION DEMOGRAPHICS", "ATTACHMENTS", and "CERTIFICATION". The "ORGANIZATION INFORMATION" section is active and contains the following fields:

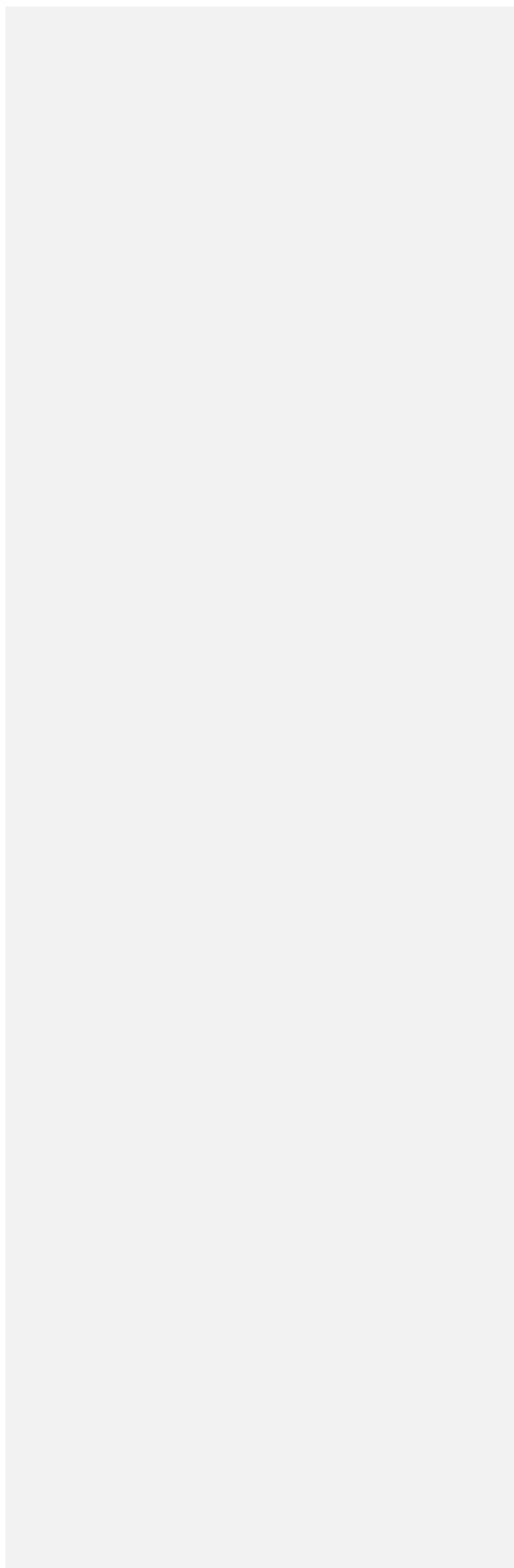
- *Full legal name of organization: text
- *Organization also known as (aliases): text
- *Federal Tax ID #: 00-12305642
- *Organization Type: Local Government
- *Is Non-Profit, Non-Profit Status: 2020
- *Month and Year Organization Began Operations: Apr 2020
- *Is program a subsidiary of another organization?: Yes
- *Organizational Website Address: 5.yam
- *Program Days and Hours of Operation: 5
- *Administrative Office Physical Address: 5
- *Mailing Address (if different from above): 5
- *Main Phone Number: 000-000-0000
- *Mobile/Cell Line Number: 000-000-0000

2. **Key Personnel Information:** Please make sure the names and contact information you enter in this section are correct because we will ultimately use them to create and execute contracts for organizations deemed eligible.

KEY PERSONNEL INFORMATION

Board Chair *Name: 1 *Email: 1@1.com *Phone: 444-444-4444	Executive Director *Name: 4 *Email: 4@3.com *Phone: 444-444-4444	Co-Executive Director Name: Email: Phone:
Program Director Name: Email: Phone:	Finance Director Name: Email: Phone:	

3. Organization Demographics: This section asks for some basic aggregate data about your staff and board.



ORGANIZATION DEMOGRAPHICS

Composition of Staff

Number of Staff

Gender

Race/Ethnicity

Composition of Board of Directors

Number of Directors

Gender

Race/Ethnicity

Volunteers

Number of Volunteer Systems

Minimum Periodic Hours of Volunteer System

Maximum Periodic Hours of Volunteer System

4. **Attachments:** This is the place for you to upload your required organizational documents and policies, including your board list, strategic plan, sustainability plan, conflict of interest policy, confidentiality policy, non-discrimination policy, organizational code of conduct, internal controls policy, recordkeeping policy, whistleblower policy, and confirmation of 501(c)(3) status.

ATTACHMENTS

Please select attachment type:

Attachments (0)

No Documents

Drop files to upload, or use the "+" button.

5. **Certification:** This is where you will certify that all profile information is accurate and current, which you will be asked to do on an annual basis. Once you hit "submit," the system will enter the current date as the "Date of Last Certification" at the top of the screen.

CERTIFICATION

I, the Executive Director of the organization, certify that I have reviewed the information in this profile and all attachments thereto, and that it is accurate and current to the best of my knowledge. I further certify that the chair of the organization's board of directors has reviewed and approved the information in this profile and all attachments.

Cancel Save Submit

Subgrantee Supplemental Applications

Once you have created your Grantee Profile, it will be time to create and submit an “*Application with Actual Budget*” for the federal award you have received.

To create an Application with Actual Budget:

1. Click on the “Application with Actual Budget” tile and then “Create Actual Budget.”
2. You will then select the applicable program (in red below) for the application.
 - a. 24-25 Domestic Violence Grants
 - b. 24-25 Sexual Assault Grants
 - c. 24-25 Stand Alone SA Grants
 - d. **FFY 24-25 PREVENTION (if you’re applying for Supportive Services and Prevention program)**
 - e. **FFY 24-25 SHELTER (if you’re applying for Supportive Services and Immediate Shelter program)**
3. Complete “Part A. Eligibility Application”. You **MUST enter the budget amount as reflected in your award letter. Please also include the match.**

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Part A. Eligibility Application: Use the Supporting Documents section at the bottom of the page to upload a Grantee Supplemental Application Form for the program listed in the “Program Description” field and the county listed in the “County” dropdown.

Grantee/Subrecipient Name: Wayne Uplift Res Assoc Inc	County: <input type="text"/>
Address: P O BOX 1591 BOONE, NC 28607	Region: <input type="text"/>
Created On: 4/24/23	Description: <input type="text"/>
Program Description: 2022 Sexual Assault Program	Matching Funds: 0.00
Tax Id: 56-1804995	Budget Amount: 0.00

4. Scroll down to the Supporting Documents section at the bottom of the screen, and upload your completed [FY23-24 Supplemental Application Form](#) for the program listed in the “Program Description” field and the county selected in the “County”. Click “Submit.”

Supporting Documents

I attest that my submissions do not include Personally Identifiable Information as defined by 2 CFR 200 and NIGDS 79-81103. 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,ometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, and educational transcripts.

Recipients and subrecipients of federal financial assistance are required under 2 CFR 200(a) to implement internal controls and take reasonable measures to safeguard protected PII. The Council for Women and Youth Investments's (CWYI) grant management system is not designed for storage of protected PII. If you need to submit such data, contact CWYI staff to determine a means of secure transfer.

Please select Document Type:

Attachments (0) +

No Documents Attached
Drop files to upload, or use the "+" button.

I, the Executive Director of the organization, certify that I have reviewed the information in this application and all attachments thereto, and that it is accurate and current to the best of my knowledge. I further certify that the state or the organization's board of directors has reviewed and approved the information in this application and all attachments. Both I and the organization board shall understand that the issuance of grant funds is contingent on fulfilling all responsibilities outlined in the grantee/subgrantee profile and application, including compliance with the terms of all contract documents, CWYI program and reporting guidelines, and state and federal laws.

Back Save Submit