



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

PAT MCCRORY
GOVERNOR

ANDREW T. HEATH
STATE BUDGET DIRECTOR

MEMORANDUM

TO: Department Heads and Chief Financial Officers

FROM: Andrew T. Heath 

RE: Additional Guidance on Administration of State Awards to Non-State Entities

This communication is a follow-up to the July 12th memo on revised rules and related process changes for oversight of State awards to non-state entities. As you know, new procedures for reporting and maintaining the Suspension of Funding List (SOFL) went into effect on August 1st. We appreciate your patience and cooperation as we continue to work through this transition. We have developed a set of frequently asked questions, which are attached to this memo, that have emerged since the changes went into effect. Below are updates on additional action items requiring your attention.

Monitoring Plans – Guidance and Revised Due date

As indicated in the July 12th memo, the revised rules require agencies to submit monitoring plans to the Office of State Budget and Management (OSBM) for all State financial assistance programs. Attached to this memo is general guidance on monitoring and the basic elements that should be addressed in a monitoring plan. Given the wide variation in complexity and purpose of programs, we have not developed a standard template or format for monitoring plans.

While many agencies, especially those managing Federally funded programs, already have documented monitoring policies and procedures that will align with this guidance, we realize this is a new requirement for some programs. Therefore, we are extending the initial due date for plans from September 1, 2016, to September 15, 2016, to allow agencies time to revise plans if necessary upon review of the attached guidance. Agencies that already have plans prepared are encouraged to submit them by the original due date. As we receive plans, we will make them available as examples to other agencies seeking assistance. Plans should be emailed to ncgrants@osbm.nc.gov.

Agency Contacts – Updated Contacts and Authorization of Roles

To ensure efficient communication of information to appropriate agency staff, each agency is asked to provide updated points of contact for staff responsible for carrying out the requirements in the rules. Specifically, we need identified contacts for the following:

- Primary point of contact for the agency (if managed centrally) and each program
- List of users requiring access in NCGrants to maintain award and payment information

- Individuals authorized to request removals from or additions to the Suspension of Funding List

Please email contact information for these roles to ncgrants@osbm.nc.gov.

We appreciate your assistance as we work through this transition. If you have any questions, please contact Erin Dickmeyer (erin.dickmeyer@osbm.nc.gov or 919-807-4712) or Erin Matteson (erin.matteson@osbm.nc.gov or 919-807-4758).