

## Short-Form Template

The following information is to be entered in the template for any federal or State programs for which a short-form compliance supplement is necessary. Be sure you write over or erase the corresponding letters.

For Federal Programs:

- A. [Enter CFDA # of the federal program, i.e., 10.216. If the program does not have a CFDA # then put NOCFDA. (The instance of no CFDA # should not occur often.)
- B. Enter the name of the federal program (grant/award) as it is shown at Beta.Sam.gov (<https://beta.sam.gov>) website.
- C. Enter the name/pseudonym the State Agency has assigned to the federal grant/award. (If State Agency uses the same name as the federal program then repeat that name.)
- D. Enter the name of the federal awarding agency, i.e., U. S. Department of Health and Human Services.
- E. List the federal laws and regulations that authorize the program and its requirements.
- F. List the State statute that authorizes the program and its requirements.
- G. Enter the name of the State Agency subgranting the federal award/grant.
- H. Enter the Division of the State Agency subgranting the federal award/grant, if applicable.
- I. Enter the name, phone number, and e-mail address of the State Agency contact person for the program and financial. (Include the area code)
- J. This is the Short Form # assigned to the supplement. For new Short Form compliance supplement submission for a program, leave the number as X. A number will be assigned.

**For State Programs**

- A. Enter the name/pseudonym the State Agency has assigned to the federal grant/award. (If State Agency uses the same name as the federal program then repeat that name.)
- B. List the State statute that authorizes the program and its requirements.
- C. Enter the name of the State Agency subgranting the federal award/grant.
- D. Enter the Division of the State Agency subgranting the federal award/grant, if applicable.
- E. Enter the name, phone number, and e-mail address of the State Agency contact person for the program and financial. (Include the area code)
- F. This is the Short Form # assigned to the supplement. For new Short Form compliance supplement submission for a program, leave the number as X. A number will be assigned.

Scroll down to “First Page Footer”; Highlight the letter “[J]” or “[F]”. Enter the information as instructed above.