**State Program Template**

**The following information is to be entered in the template for the State programs' compliance supplements found in Section C of the State's Compliance Supplement. Be sure you write over or erase the corresponding letters.**

1. Enter the name of the State grant/award.
2. List the State statute or legislation that authorizes the program and its requirements.
3. Enter the name of the State Agency granting the State award/grant.
4. Enter the Division of the State Agency granting the State award/grant, if applicable.
5. Enter the name, phone number, and e-mail address of the State Agency contact person for the program and financial. (Include the area code)
6. Enter information on how confirmation for the amount provided to a subrecipient may be obtain (where to send confirmation letters). Please provide the following information, if to be mailed:
   * Name
   * State Agency
   * Mailing Address
7. Footer should contain the Department abbreviation as noted below along with numerical sequencing. In all cases possible, agencies should use the numbering that was used in the prior year. Example: Program #1 from Commerce would be COM-1

Program #2 from Commerce would be COM-2, etc.

**Program Abbreviations:**

AGRI Department of Agriculture and Consumer Services

COM Department of Commerce

DOA Department of Administration

DCNR Department of Cultural Resources

DEQ Department of Environment and Natural Resources

DHHS Department of Health and Human Resources (all Divisions)

DPI Department of Public Instruction

DPS Department of Public Safety

DOT Department of Transportation

DST Department of State Treasurer

GOV Office of the Governor

NCHFA N. C. Housing Finance Agency

SBOE State Board of Elections

**Subsequent Pages:**

See **[A]** and **[G]** above

**III. Compliance Requirements matrix:** Indicate by a “Y” or “N” for the Type of Compliance Requirements that apply to the program at the local level on the matrix provided.

For State Agencies that have issued a Crosscutting supplement, if the program is applicable to the requirements in the Crosscutting supplement, place a “Y” on the matrix. (A Crosscutting Supplement is currently issued only by DHHS-DSS, DHHS-DMHDDSAS, and DPI. The StateTemplate-CC programs.docx should be used).

**Compliance Requirements 1 – 14:**  Under each Type of Compliance Requirement listed, prepare for the local auditor, the requirements that are to be tested. If the Type has an “N” on the matrix, the Type can be either be removed or noted as “not applicable.”