8 Must-Knows if You Administer Grants for a State Agency

1 State agencies are required to register state assistance programs and awards in the state's Grant Management System. To gain access to the system, a state agency employee should submit a completed access authorization form to Grants-OSBM@osbm.nc.gov.

2 Agencies need a plan for monitoring their grant programs. The plan should ensure state funds are used for the grant program's purpose and in compliance with state laws, regulations, and the grant contract. Agency monitoring plans must be submitted to OSBM.

3 Grant managers must make sure grant recipients meet requirements of G.S. 143C-6-23 and Administrative Code 09 NCAC 03M, including reporting requirements outlined in 09 NCAC 03M.0205. The total amount the organization receives in state financial assistance from all funding sources determines reporting level. Check with OSBM to determine if a grant recipient has multiple awards that would trigger a higher reporting level.

4 Grant recipients should sign a grant contract that spells out the obligations of the grant recipient and the state agency. See 09 NCAC 03M.0703 for minimum requirements of the grant contract.

5 If a grant recipient doesn't comply with requirements of G.S. 143C-6-23, 09 NCAC 03M, or the grant contract, agencies should take steps outlined in 09 NCAC 03M.0801. If an agency discovers evidence of management deficiencies or criminal activity, notify OSBM immediately to place the recipient on the [Suspension of Funding List](#) (SOFL). For non-compliance not indicative of management deficiencies or criminal activity, give a recipient 60 days to take corrective action. If the recipient fails to take appropriate corrective action during that period, notify OSBM to place the recipient on the SOFL. Organizations on the SOFL are ineligible for additional state funds.

6 Before making an award, check the Suspension of Funding List (SOFL) to make sure a grant recipient is eligible to receive state financial assistance. The SOFL is updated weekly and is published to the OSBM website. Grant managers can also ask to join the email distribution for list updates by emailing OSBMGrants@osbm.nc.gov.

7 An organization can be removed from the SOFL when the state agency that originally reported the noncompliance notifies OSBM that the recipient has taken corrective action. Please contact OSBM when a noncompliant organization completes corrective action so we can remove the organization from the SOFL.

8 The citizen portal at [NC.gov](#) provides a searchable [database of links to state grant programs](#). Please be sure your agency programs are included. Contact Cathy Warren in the NC Department of Information Technology to add or change a grant program.