



North Carolina Department of Administration
North Carolina Council for Women/Domestic Violence Commission

DISPLACED HOMEMAKER PROGRAM GUIDELINES

Introduction

The North Carolina Council for Women/Domestic Violence Commission (Council) is a departmental advocacy division that provides funding, consultation and/or technical assistance to displaced homemaker programs statewide. The purpose of the guidelines is to provide all displaced homemaker programs receiving funding from the Council with directives on administrative and programmatic requirements.

The Council has six regional offices that provide consultation and technical assistance to programs as well as help with program and board development. The regional office staff will visit funded programs in an effort to ensure compliance with all relevant federal laws, state statutes and North Carolina administrative code provisions, as well as best practices in service delivery.

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I. PURPOSE OF GRANT PROGRAM

- A. The North Carolina General Assembly appropriates state funds each year to be used for services to displaced homemakers. These funds are administered through the NC Council for Women/Domestic Violence Commission, a division of the Department of Administration. The funds are used to assist displaced homemaker centers throughout the State of North Carolina. The purpose of the grant program is to provide comprehensive services that are available and accessible to all displaced homemakers. To be eligible, a displaced homemaker shall fulfill all criteria established by the Council and shall have been providing services to displaced homemakers for at least two years prior to application.
- B. The definition of a “Displaced homemaker” means an individual who:
1. Has worked in his or her own household and has provided unpaid household services; **AND**
 2. Is unable to secure gainful employment due to the lack of required training, age, or experience; or is unemployed, or underemployed; **AND**
 3. Has been dependent on the income of another household member but is no longer adequately supported by that income, or is receiving support but is within two years of losing the support, or has been supported by public assistance as the parent of minor children but is no longer eligible, or is within two years of losing the eligibility. (1979, c. 1016, s. 2; 1991, c. 134, s. 6; 2005-405, s. 1; 2006-66, s. 17.7; 2006-259, s. 33.5.) (See Appendix A)

II. FUNDING ELIGIBILITY

A. Displaced Homemaker Program

1. Programs that receive displaced homemaker funding must adhere to the North Carolina General Statute (G. S.) §143B-94.8.
2. To qualify for the Council funding, all applicants:
 - a. Shall be a local unit of government or a private, non-profit organization
 - b. Shall have been operational for at least two years as a Displaced Homemaker Program
 - c. Shall have an office location
 - d. Shall provide data on the probable number of displaced homemakers in the area
 - e. Shall provide data on the availability of resources for training and education in the area
 - f. Shall provide data on viable living wage job opportunities in the area
 - g. Shall have a Board of Directors
 - h. Shall not have supplanted federal, state or local funds

B. Description of Available Funds

Applicants who are approved to receive state appropriated funds, which are awarded on a competitive basis, **will automatically be eligible to receive an equal share of divorce filing fee funds.** State appropriated funds and divorce filing fee funds are allocated to agencies for use in providing specific services to displaced homemaker clients.

1. State Appropriated Funds:

Approved by the legislature each year.

2. Divorce Filing Fee Funds:

In every action for absolute divorce filed in the district court, a cost of \$55.00 shall be assessed against the person filing the divorce action. Costs collected by the clerk pursuant to this subsection shall be remitted to the State Treasurer for deposit to the North Carolina Fund for Displaced Homemakers established under G.S. 143B-394.10. Costs assessed under this subsection shall be in addition to any other costs assessed under this section. These fees are collected by the Clerks of Court in every county.

C. Grant Review

1. The displaced homemaker funds are awarded each year to up to thirty-five programs in North Carolina through a competitive process.
2. All grant applications are reviewed by the statewide NC Council for Women.
3. Grant awards will be posted on the NC CFW/DVC website.

D. Grant Award

1. The funding cycle for the displaced homemaker funds begins July 1st and ends September 30th of the following year.
2. Programs must complete the grant award agreement/contract and return to the NC CFW/DVC. The grant award agreement/contract must include the actual budget.
3. Funds cannot be released to grantees until appropriated by the General Assembly and the grant award agreement/contract is fully executed.
4. All payments to programs are contingent upon fund availability from the Office of State Budget and Management.

III. REQUIREMENTS

A. Accounting Requirements

All programs must adhere to the reporting requirements outlined in NCGS §143C-6-23, North Carolina Administrative Code (NCAC) Chapter 9 and the grant agreement/contract between the program and the Council.

B. Use of Funds

1. Programs shall ensure that state funds are utilized for the purpose of the grant as outlined by 9 NCAC 03M.0202.
2. 9 NCAC 03M. 0201 states that programs must adhere to the Cost Principles outlined in the Office of Management & Budget's circular

A-87 and A-122. Determination of allowable costs is at the Council's discretion.

a. Allowable Costs (Not exhaustive list)

i. Staff Salaries

All salaries or portions of staff salaries must relate directly to the execution of proposed displaced homemaker services. Programs are strongly encouraged to offset staff resources with volunteer efforts in order to maximize cost effectiveness and to encourage participation and support by the local community. Consultant fees are not considered salaries.

ii. Fringe Benefits

Benefits allowable under this grant program include FICA, unemployment insurance, health insurance, hospital, life insurance and retirement.

iii. Travel

Total amount of travel and per diem charged to the grant funds must not exceed 10% of the total grant.

- a. Mileage – reimbursed up to current state rate on displaced homemaker program business.
- b. Registration Fees – not to exceed \$100.00 per person per conference or workshop unless prior approval given by the assigned grants administrator.
- c. Meals – incurred on displaced homemaker program business reimbursed in accordance with state rates.
- d. Room Charges – for displaced homemaker program business reimbursement at actual or up to current in-state rates (not including taxes).
- e. Out-of-State travel – must have prior approval by the assigned grants administrator and are reimbursed in accordance with state rates.

iv. Operating Expenses

- a. Rent of office
- b. Utilities for office
- c. Expendable supplies and materials
- d. Equipment (example- printers, copiers, fax machine).
- e. Postage
- f. Communications (example- telephone, pager)
- g. Education (example- videos, books, training costs)
- h. Printing of publications
- i. Client costs (example- transportation, child care, tuition and books)
- j. Professional services

v. Repairs & Maintenance of Agency Owned Property

- a. Repair and maintenance costs can be charged to grant only when the program owns or is purchasing the property.
- vi. Insurance Fees/Bonding
 - a. Insurance and Bonding fees are allowable (example- fire, theft, property, personal liability insurance policies and bonding for persons handling funds).
- vii. Audit
 - a. Audit costs are only allowable if the agency receives \$500,000 or more in state funds and/or federal pass-through funds and has prior approval from the assigned grants administrator per G. S. §143-6.1.
- viii. Volunteer Expenses
 - a. Service related expense reimbursement, training cost and volunteer appreciation costs.
- b. Unallowable Costs (Not exhaustive list): Grant funds shall not be used for the following purposes:
 - i. Petty Cash
 - ii. Loans, Mortgage Payments, Property Taxes
 - iii. Entertainment costs, food for staff or board meetings, social activities, alcoholic beverages, flowers
 - iv. Debt payments, fines or penalties
 - v. All costs associated with lobbying or activities designed to influence legislators or public officials to support or vote against specific legislation
 - vi. Construction of new property or addition, remodeling or other capital improvements
 - vii. Costs of tickets, prizes, dinners, or other fundraising expenses
 - viii. Parking fines
 - ix. Use of any grant funds to supplant any other federal, state, or local funds
 - x. Costs of Consultants (unless assigned grants administrator gives prior approval)
 - xi. Any costs not shown in allowable costs nor itemized in this section may be considered unallowable, please verify with your assigned grants administrator.
- c. Match Requirements: Programs applying for these funds must match state appropriated funds (not divorce filing fees). The match requirement is designed to encourage sustainability of the program by diversifying the funding base and gaining local support for the program's efforts. The match must be generated locally and represent a minimum of 20% of the total award (example- If the total grant award is \$10,000, a \$2,000 match is required). Examples of sources for a local match include:
 - i. Fundraisers

- ii. Grants from private organizations (ex. Churches, foundations, businesses, etc.)
- iii. United Way
- iv. Civic Groups
- v. Local government units (city & county government)
- vi. In-kind goods or services calculated at fair market value (volunteer board hours for required board attendance may not be utilized)

C. Administrative & Organizational Policies

Each program must have the following policies:

1. Conflict of Interest Policy
 - a. Programs shall have a notarized conflict of interest policy on file prior to receiving Council funds.
2. Non-Discrimination Policy
 - a. Programs shall have a written policy on non-discrimination which states that the program will not discriminate against staff, volunteers, or program clients based on age, disability, gender identity or expression, race, creed, sexual and religious orientation or national origin.
3. Organizational Code of Conduct Policy
 - a. Programs shall have a written policy on the expectations of the program and its employees pertaining to rules and regulations which could include any payments for illegal acts, indirect contributions, rebates, bribery.
4. Internal Controls Policy
 - a. Programs shall have a written policy on maintaining records that are relevant and material to the proper administration of its financial and programmatic activities. Those records shall include, but not limited to:
 - a. Written policies and procedures that address personnel issues, financial policies and procedures that address items such as cash receipts, cash disbursements, payroll, travel and purchasing practices.
 - b. Supporting documentation such as pre-numbered receipts, canceled checks, time sheets, invoices and contracts, which support the accounting records.
 - c. Budgets with supporting documentation such as budget requests and approval notifications.
 - d. Formal accounting records such as check registers, journals, and general ledgers.
5. Whistleblower Policy
 - a. Programs shall have a written policy that is intended to encourage and enable employees and others to raise serious concerns without fearing retaliation.
6. Confidentiality

- a. Programs shall have a written confidentiality policy approved by its Board of Directors.
 - b. The policy shall govern the sharing of information internally as well as externally.
 - c. Programs shall maintain a data collection system that protects the confidentiality of the clients including storing files in locked cabinets.
 - d. Access to files should be limited to any staff/and or volunteers doing direct case management on an as needed basis.
7. Personnel Policy
- a. Programs shall have written personnel policies governing the program's operations. At a minimum, the policies should contain hiring and termination procedures including grievance procedures, and leave policies including holiday, overtime and compensatory pay.
 - b. All employees, including the Executive Director, shall complete timesheets for each pay period, documenting the time worked on a project or program, number of hours to be charged to a particular budget or project and with the supervisor's approval.
 - c. All staff should be provided with a copy of the agency's policy and procedure manual.

D. Board of Directors

- 1. It is required that programs are governed by a board with members who represent the demographic profile of the community, as well as businesses, government services, legal, educational, religious, and other systems.
- 2. New board members shall receive orientation at the beginning of their term on programmatic issues, board responsibilities, fiscal responsibility and operations management.
- 3. Members should receive annual training assessments by the Council on these topics and other topics appropriate to the needs of the program to ensure adequate training and service provision. Board orientation and training may be provided by a region director of the Council. Board training not delivered by Council staff must be approved by the Council for content.
- 4. Boards shall have regularly scheduled meetings and keep written records of meetings, which contain date, time, place of meeting, members attending, decisions, motions, etc.
 - a. Copies of approved board minutes should be submitted via e-mail to the program's Region Director and kept on file for review by the Council staff during site visits.
- 5. Boards shall have an active Finance Committee to monitor financial management of the agency.
 - a. The committee should submit a written report at each meeting for the entire board to review.

- b. The Treasurer must be a member of the Finance Committee.
 - c. Copies of the finance report should be submitted via e-mail to the program's Region Director and kept on file for review by the Council staff.
 - 6. Human Resources Personnel, Resource Development, Public Relations/Marketing, and Strategic Planning Committees of the Board are recommended.
 - 7. Programs shall have a corporate notebook, containing approved board minutes for three years.
 - a. The notebook must also contain the last three year's 990 forms, the program's bylaws and the agency's 501(c) 3 letter (if applicable).
- E. Liability Insurance/Bonding
 - 1. Programs shall maintain fire, theft, property and personal liability insurance according to the grant contract.
 - a. Persons having access to financial resources shall have the necessary and appropriate insurance to cover theft and fraud. (Please consult with your insurance carrier)
 - b. Boards should consider Officers and Directors insurance for their own protection.
- F. Check Signatures
 - 1. Programs must have two signatures on checks over \$500.
 - 2. The use of debit cards is discouraged.
- G. Source Documents
 - 1. Accounting records shall be supported by source documentation, such as canceled checks, paid bills, payrolls, time and attendance records, contract and sub-grant award documents, etc.
 - 2. Records shall be kept for five years after audit.
- H. Budget Control
 - 1. Actual expenditures or outlays from state grant funds shall not exceed the budgeted amounts for each line item or for the total grant.
- I. Internal Control
 - 1. Written internal control and accountability shall be in place to maintain the integrity of all grant cash, real and personal property, and other assets.
 - 2. All property shall be used for authorized purposes only.
- J. Equipment Inventory
 - 1. Programs shall adequately safeguard all purchases and shall assure that they are used solely for authorized purposes.
 - 2. Programs shall maintain an equipment record for all fixed assets, equipment purchases or donations showing identification number of item, date of acquisition, cost, make, model, serial number and expected life, if item is depreciating. Programs should assign equipment an inventory control number.

3. Equipment records shall also indicate discarded or disposed of equipment or trade-ins of equipment for purchase of replacement items.

K. Liquidation of Obligations

1. Programs shall settle all obligations incurred under the grant award agreement/contract no later than 90 days after the end of the funding period.

IV. REPORTING REQUIREMENTS

- A. Programs shall adhere to the reporting requirements described on the Notice of Certain Reporting and Audit Requirements. Programs shall follow reporting requirements implemented by the Council.
- B. Failure to comply with required reporting and all reporting deadlines will result in the withholding or non issuance of grant funds and can lead to the possible termination of the grant contract.
- C. Programs shall ensure that all sub-grantees, if any, provide all information necessary to permit the program to comply with the standards, responsibilities, and obligations.
- D. Financial Reports
 1. Budget Transfer Request Form
 - a. Programs may transfer funding between existing budget line items with the written prior approval by the NC CFW/DVC.
 - b. August 31st is the final deadline by which the Council will accept budget transfer requests.
 2. Displaced Homemaker/Divorce Filing Fee Grant Monthly Expenditure Report
 - a. All programs must submit a monthly report and supporting documentation to the NC CFW/DVC by the fifteenth of each month. (example- The November report is to be submitted by December 15th.)
- E. Client Service Reports
 1. Semi-Annual Statistical Report
 - a. All programs must submit the semi-annual statistical report by e-mail to the NC CFW/DVC on January 20th and July 20th.
 - b. Agencies that serve multiple counties must submit a separate report for each county.
- F. Audit Reports
 1. Programs must use the North Carolina's Online Grants Reporting & Information Resource system to complete and submit Office of State Budget & Management reports (www.ncgants.gov/NCGrants/Home.jsp).
 2. Level 1 Reporting Requirements
 - a. Programs that receive less than \$25,000 from the state of North Carolina must complete the following: Certification form and the State Grants Compliance reporting form.

- b. The forms are due within six months of the program's year end.
 - c. The program must submit the forms to the Office of State Budget & Management through its online system.
 - 3. Level 2 Reporting Requirements
 - a. Programs that receive at least \$25,000 but less than \$500,000 from the state of North Carolina and federal pass-through grants must complete the following: Certification form, State Grants Compliance reporting form, Program Activities & Accomplishments report, and Schedule of Receipts & Expenditures.
 - b. The forms are due within six months of the program's year end.
 - c. The program must submit the forms to the Office of State Budget & Management through its online system.
 - 4. Level 3 Reporting Requirements
 - a. Programs that receive \$500,000 or more from the state of North Carolina and federal pass-through grants must complete the following: Certification form, State Grants Compliance reporting form, Program Activities & Accomplishments report, and "Yellow Book" audit conducted by CPA and includes Schedule of Federal & State Awards.
 - b. The forms are due within nine months of the program's year end.
 - c. The program must submit the forms to the Office of State Budget & Management through its online system.
 - d. Programs can substitute an A-133 audit for the yellow book audit.

V. PROGRAM BASIC SERVICES

A. Legislative Mandated Basic Services

According to general statute **§ 143B-394.8** The center shall be designed to provide displaced homemakers with such necessary counseling, training, services, skills, and education as would enable them to secure gainful employment, and as would be necessary for their health, safety, and well-being. The center shall provide:

1. Job counseling programs specifically designed for displaced homemakers entering the job market, taking into consideration their previous absence from the job market, and their lack of recent paid work experience, and taking into account and building upon the skills and experience possessed by the displaced homemaker;
2. Job training and job placement services to train and place displaced homemakers for and into available jobs in the public and private sectors;

3. Health education and counseling services with respect to general principles of preventive health care, including but not limited to family health care, nutrition education, and the selection of physicians and health care services;
4. Financial management services with information and assistance on all aspects of financial management including but not limited to insurance, taxes, estate and probate matters, mortgages, and loans; and
5. Educational services, including information services concerning available secondary and post-secondary education programs beneficial to displaced homemakers seeking employment; and information services with respect to all employment in the public or private sectors, education, health, public assistance, and unemployment assistance programs. (1979, c. 1016, s. 2.)

B. Council Required Basic Services

1. Office Location

- a. The programs shall operate an office located within the county for which funding is requested that is open Monday – Friday during normal business hours and is accessible to clients. The office cannot be located in a residence.

2. Telephone Accessibility

- a. During regular office hours callers must have access to the displaced homemaker program.

3. Service Requirements

- a. Services cannot be denied based on a client’s immigration status, age, disability, gender identity or expression, race, creed, sexual and/or religious orientation or national origin.

4. Community Education

- a. Programs shall provide the community information on the issues of displaced homemakers and the importance of supporting their local displaced homemaker program.
- b. Programs shall have brochures, materials, etc. that outline available program services and other community resources.

5. Interpreters

- a. The use of interpreters may be needed at times in order to effectively deliver services to non-English speaking clients; however, children shall not be used as interpreters.
- b. It is recommended that the program utilize the services of the LanguageLine (1-877-886-3885) in order to accept and assist non-English speaking clients.

C. Council Recommended Service Enhancements

1. Advisory Committee

- a. It is recommended that programs (or boards) establish an advisory committee to assist programs in coordinating and collaborating services related to displaced homemakers.

2. It is recommended that materials be translated into the languages spoken by the local population.

3. It is recommended that programs be Americans with Disabilities Act (ADA) compliant.
4. § 143B-394.6 Staff for Center
 - a. To the maximum extent feasible, the staff of the center, including technical, administrative, and advisory positions, shall be filled by displaced homemakers. Where necessary, potential staff members shall be provided with on-the-job training. (1979, c.1026, s.2)

VI. APPENDIX A: RELEVANT NORTH CAROLINA GENERAL STATUTES

Part 10B. Displaced Homemakers.

§ 143B-394.4. Definitions.

As used in this Part, unless the context otherwise requires:

- (1) "Center" means any multi-purpose facility or program serving displaced homemakers.
- (2) "Council" means the North Carolina Council for Women.
- (3) "Department" means the Department of Administration.
- (4) "Displaced homemaker" means an individual who:
 - a. Has worked in his or her own household and has provided unpaid household services; and
 - b. Is unable to secure gainful employment due to the lack of required training, age, or experience; or is unemployed, or underemployed; and
 - c. Has been dependent on the income of another household member but is no longer adequately supported by that income, or is receiving support but is within two years of losing the support, or has been supported by public assistance as the parent of minor children but is no longer eligible, or is within two years of losing the eligibility. (1979, c. 1016, s. 2; 1991, c. 134, s. 6; 2005-405, s. 1; 2006-66, s. 17.7; 2006-259, s. 33.5.)

§ 143B-394.8. Services to be provided.

- (a) The center shall be designed to provide displaced homemakers with such necessary counseling, training, services, skills, and education as would enable them to secure gainful employment, and as would be necessary for their health, safety, and well-being.
- (b) The center shall provide:
 - (1) Job counseling programs specifically designed for displaced homemakers entering the job market, taking into consideration their previous absence from the job market, and their lack of recent paid work experience, and taking into account and building upon the skills and experience possessed by the displaced homemaker;
 - (2) Job training and job placement services to train and place displaced homemakers for and into available jobs in the public and private sectors;
 - (3) Health education and counseling services with respect to general principles of preventive health care, including but not limited to family health care, nutrition education, and the selection of physicians and health care services;
 - (4) Financial management services with information and assistance on all aspects of financial management including but not limited to insurance, taxes, estate and probate matters, mortgages, and loans; and

- (5) Educational services, including information services concerning available secondary and post-secondary education programs beneficial to displaced homemakers seeking employment; and information services with respect to all employment in the public or private sectors, education, health, public assistance, and unemployment assistance programs. (1979, c. 1016, s. 2.)

§ 143C-6-23. State grant funds: administration; oversight and reporting requirements.

- (a) Definitions. – The following definitions apply in this section:
 - (1) "Grant" and "grant funds" means State funds disbursed as a grant by a State agency; however, the terms do not include any payment made by the Medicaid program, the State Health Plan for Teachers and State Employees, or other similar medical programs.
 - (2) "Grantee" means a non-State entity that receives State funds as a grant from a State agency but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.
 - (3) "Subgrantee" means a non-State entity that receives State funds as a grant from a grantee or from another subgrantee but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.
- (b) Conflict of Interest Policy. – Every grantee shall file with the State agency disbursing funds to the grantee a copy of that grantee's policy addressing conflicts of interest that may arise involving the grantee's management employees and the members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the grantee's employees or members of its board or other governing body, from the grantee's disbursing of State funds, and shall include actions to be taken by the grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the disbursing State agency may disburse the grant funds.
- (c) No Overdue Tax Debts. – Every grantee shall file with the State agency or department disbursing funds to the grantee a written statement completed by that grantee's board of directors or other governing body stating that the grantee does not have any overdue tax debts, as defined by G.S. 105-243.1, at the federal, State, or local level. The written statement shall be made under oath and shall be filed before the disbursing State agency or department may disburse the grant funds. A person who makes a false statement in violation of this subsection is guilty of a criminal offense punishable as provided by G.S. 143C-10-1.
- (d) Office of State Budget Rules Must Require Uniform Administration of State Grants. – The Office of State Budget and Management shall adopt rules to ensure the uniform administration of State grants by all grantor State agencies and grantees or subgrantees. The Office of State Budget and Management

shall consult with the Office of the State Auditor and the Attorney General in establishing the rules required by this subsection. The rules shall establish policies and procedures for disbursements of State grants and for State agency oversight, monitoring, and evaluation of grantees and subgrantees. The policies and procedures shall:

- (1) Ensure that the purpose and reporting requirements of each grant are specified to the grantee.
- (2) Ensure that grantees specify the purpose and reporting requirements for grants made to subgrantees.
- (3) Ensure that State funds are spent in accordance with the purposes for which they were granted.
- (4) Hold the grantees and subgrantees accountable for the legal and appropriate expenditure of grant funds.
- (5) Provide for adequate oversight and monitoring to prevent the misuse of grant funds.
- (6) Establish mandatory periodic reporting requirements for grantees and subgrantees, including methods of reporting, to provide financial and program performance information. The mandatory periodic reporting requirements shall require grantees and subgrantees to file with the State Auditor copies of reports and statements that are filed with State agencies pursuant to this subsection. Compliance with the mandatory periodic reporting requirements of this subdivision shall not require grantees and subgrantees to file with the State Auditor the information described in subsections (b) and (c) of this section.
- (7) Require grantees and subgrantees to maintain reports, records, and other information to properly account for the expenditure of all grant funds and to make such reports, records, and other information available to the grantor State agency for oversight, monitoring, and evaluation purposes.
- (8) Require grantees and subgrantees to ensure that work papers in the possession of their auditors are available to the State Auditor for the purposes set out in subsection (i) of this section.
- (9) Require grantees to be responsible for managing and monitoring each project, program, or activity supported by grant funds and each subgrantee project, program, or activity supported by grant funds.
- (10) Provide procedures for the suspension of further disbursements or use of grant funds for noncompliance with these rules or other inappropriate use of the funds.
- (11) Provide procedures for use in appropriate circumstances for reinstatement of disbursements that have been suspended for noncompliance with these rules or other inappropriate use of grant funds.
- (12) Provide procedures for the recovery and return to the grantor State agency of unexpended grant funds from a grantee or subgrantee if the grantee or subgrantee is unable to fulfill the purposes of the grant.

- (e) Rules Are Subject to the Administrative Procedure Act. – Notwithstanding the provisions of G.S. 150B-2(8a)b. rules adopted pursuant to subsection (d) of this section are subject to the provisions of Chapter 150B of the General Statutes.
- (f) Suspension and Recovery of Funds to Grant Recipients for Noncompliance. – The Office of State Budget and Management, after consultation with the administering State agency, shall have the power to suspend disbursement of grant funds to grantees or subgrantees, to prevent further use of grant funds already disbursed, and to recover grant funds already disbursed for noncompliance with rules adopted pursuant to subsection (d) of this section. If the grant funds are a pass-through of funds granted by an agency of the United States, then the Office of State Budget and Management must consult with the granting agency of the United States and the State agency that is the recipient of the pass-through funds prior to taking the actions authorized by this subsection.
- (g) Audit Oversight. – The State Auditor has audit oversight, with respect to grant funds received by the grantee or subgrantee, pursuant to Article 5A of Chapter 147 of the General Statutes, of every grantee or subgrantee that receives, uses, or expends grant funds. A grantee or subgrantee must, upon request, furnish to the State Auditor for audit all books, records, and other information necessary for the State Auditor to account fully for the use and expenditure of grant funds received by the grantee or subgrantee. The grantee or subgrantee must furnish any additional financial or budgetary information requested by the State Auditor, including audit work papers in the possession of any auditor of a grantee or subgrantee directly related to the use and expenditure of grant funds.
- (h) Report on Grant Recipients That Failed to Comply. – Not later than May 1, 2007, and by May 1 of every succeeding year, the Office of State Budget and Management shall report to the Joint Legislative Commission on Governmental Operations and the Fiscal Research Division on all grantees or subgrantees that failed to comply with this section with respect to grant funds received in the prior fiscal year.
- (i) State Agencies to Submit Grant List to Auditor. – No later than October 1 of each year, each State agency shall submit a list to the State Auditor, in the format prescribed by the State Auditor, of every grantee to which the agency disbursed grant funds in the prior fiscal year. The list shall include the amount disbursed to each grantee and other information as required by the State Auditor to comply with the requirements of this section. (2006-203, s. 3; 2007-323, s. 28.22A(o); 2007-345, s. 12.)

GS 108A-25 Creation of Programs defines Public Assistance

The following programs of public assistance are established, and shall be administered by the county department of social services or the Department of Health and Human Services under federal regulations or under rules adopted by the Social Services Commission and under the supervision of the Department of Human Resources:

- (1) Repealed by S.L. 1997-443, s. 12.3, effective August 28, 1997.
- (2) State-county special assistance for adults;
- (3) Food stamp program;
- (4) Foster care and adoption assistance payments;
- (5) Low income energy assistance program.

The program of medical assistance is established as a program of public assistance and shall be administered by the county departments of social services under rules adopted by the Department of Health and Human Services.

(b1)The Work First Program is established as a program of public assistance and shall be supervised and administered as provided in Part 2 of this Article.

The Department of Health and Human Services may accept all grants-in-aid for programs of public assistance which may be available to the State by the federal government. The provisions of this Article shall be liberally construed in order that the State and its citizens may benefit fully from the federal grants-in-aid.

Each Community Care network organization designated by the Department of Health and Human Services as responsible for coordinating the health care of individuals eligible for medical assistance in a county is hereby deemed to be a public agency that is a local unit of government for the sole and limited purpose of all grants-in-aid, public assistance grant programs, and other funding programs

VII. APPENDIX B: RELEVANT NORTH CAROLINA ADMINISTRATIVE CODE CHAPTERS

09 NCAC 03M .0201 ALLOWABLE USES OF STATE FUNDS

Expenditures of State funds by any grantee shall be in accordance with the Cost Principles outlined in the Office of Management and Budget (OMB) Circular A-87. If the grant funding includes federal sources, the grantee shall ensure adherence to the cost principles established by the Federal Office of Management and Budget.

09 NCAC 03M .0202 GRANTEE RESPONSIBILITIES

A grantee that receives State funds shall ensure that those funds are utilized for the purpose of the grant and shall expend those funds in compliance with reporting requirements established by this Subchapter. Grantees shall:

- (1) Provide the information required by the grantor agency in order to comply with the procedures for disbursement of grant funds.
- (2) Maintain reports and accounting records that support the allowable expenditure of State funds. All reports and records shall be made available for inspection by both the awarding agency and the Office of the State Auditor for oversight, monitoring, and evaluation purposes.
- (3) Ensure that sub-grantees comply with all reporting requirements of the grantee.

VIII. RESOURCE LINKS

Funding Agency

North Carolina Council for Women/Domestic Violence Commission
(<http://www.nccfwdvc.com>)

State Government Resources

Governor's Crime Commission
(<http://www.nccrimecontrol.org/Index2.cfm?a=000003,000011>)

North Carolina Administrative Code
(<http://reports.oah.state.nc.us/ncac.asp>)

North Carolina Department of Public Instruction
(<http://www.ncpublicschool.org>)

North Carolina General Statutes
(<http://www.ncleg.net/gascripts/Statutes/StatutesTOC.pl>)

North Carolina Office of the Auditor
(<http://www.ncauditor.net/pub2/>)

Federal Government Resources

Office of Management & Budget
(<http://www.whitehouse.gov/omb/>)