|  |
| --- |
| **All forms must be completed and sent electronically to the North Carolina Department of Public Instruction at** [**NCGrants@dpi.nc.gov**](mailto:NCGrants@dpi.nc.gov)**.**  Please contact Monitoring and Compliance David Isgett at David.Isgett@dpi.nc.gov with any questions. |

**Entity’s Letterhead**

**[Date (mmddyyyy)]**

To: Superintendent and Chief Fiscal Officer  
 North Carolina Department of Public Instruction

**Certification:**

We certify that the accompanying reports represent all financial activity related to the receipt, use, and expenditure of funds granted by the State of North Carolina Department of Public Instruction to *[insert organization’s name]* for the fiscal year ended \_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy) and that the expenditures reported were for the purposes appropriated by the General Assembly or collected by the State of North Carolina and in compliance with the applicable laws, regulations, and terms and conditions of the grant documents.

The accompanying reports are presented on the cash basis of accounting and are supported by our financial records.

We understand that if it is found the expenditures reported were not used for the purpose(s) appropriated, that the grantor agency shall report such findings to the Attorney General, the Office of State Budget and Management, the Office of the State Auditor, and the Office of the State Controller. Any apparent violations of a criminal law or malfeasance, misfeasance, or nonfeasance in connection with the use of State funds shall be reported by the Office of State Budget and Management to the Attorney General and State Bureau of Investigation.

**Sworn Statement:**

[Name of the First Authorizing Official] and [Name of Second Authorizing Official] being duly sworn, say that we are the [Title of the First Authorizing Official] and [Title of the Second Authorizing Official], respectively, of [insert name of organization] of [City] in the State of [Name of State]; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Title of First Authorizing Official]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Title of Second Authorizing Official]

Sworn to and subscribed before me on the day of the date of said certification.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My Commission Expires: \_\_\_\_\_\_\_\_\_\_

(Notary Signature and Seal)