NCPRO

NC Pandemic Recovery Office

ARPA State Fiscal Recovery Funds

State Agency Working Group

June 16, 2022

Agenda

1. Process Update
2. Reporting
3. Optional Office Hours for Q&A

PROCESS UPDATE

Stephanie McGarrah, NCPRO

Overview of SFRF Process

Step 1	Agency receives template from NCPRO and meets to discuss questions	100%
Step 2	Agency returns template and budget projections to NCPRO	100%
Step 3	NCPRO processes documents and sends agency electronic MOU for signature	88% of MOUs sent to state agencies
Step 4	Agency signs MOU electronically, and it is routed back to NCPRO	85% of all MOUs signed
Step 5	Agency and NCPRO set up PANGRAM account for each	86%
Step 6	Agency requests and receives funds	34%
Step 7	Agency develops pre-contracting processes, contracts, risk assessment, compliance and monitoring plans for projects; NCPRO advises and provides training to agencies on these requirements	
Step 8	Agency provides monthly reports to NCPRO, requests additional funds as needed (on a quarterly basis) and maintains documentation on compliance and monitoring	
Step 9	Agency ensures obligation of funds by December 31, 2024, and expenditure of funds by December 31, 2026, and notifies NCPRO as challenges arise	

Please note that budget certification must be complete before step 6 commences

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NCPRO Contacts by Agency and Fund

Agency	Funding Sources	NCPRO Contact	Email	Phone
AOC, DPS, NCGA, DOI, DOT, DST, COOP, DACS	SFRF	Heather Laffler	Heather.laffler@osbm.nc.gov	919-816-7983
External entities	CRF, SFRF	Laura Jimenez	Laura.jimenez@osbm.nc.gov	919-441-0973
DHHS, NCHFA, NCORR (ERA only)	SFRF, ERA, HAF	Tara Fikes	Tara.fikes@osbm.nc.gov	984-227-5340
DOR, DOA, DNCR	SFRF, LFRF	Heather Laffler	Heather.laffler@osbm.nc.gov	919-816-7983
UNC, NCCCS, DPI	SFRF, GEER	Adam Shull	Adam.shull@osbm.nc.gov	919-737-3517
Commerce, DIT, DEQ	SFRF, CPF, EDAT	Marquis Crews	Marquis.crews@osbm.nc.gov	984-960-7056

SFRF – State Fiscal Recovery Funds (ARPA)
LFRF – Local Fiscal Recovery Funds (ARPA)
CRF – Coronavirus Relief Funds (CARES)
ERA – Emergency Rental Assistance (CRRSA and ARPA)
HAF – Homeowners' Assistance Funds (ARPA)
GEER – Governor's Emergency Education Relief (CARES and CRRSA)
EDAT – Economic Development Administration Tourism (ARPA)
CPF – Capital Projects Fund (ARPA)

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REPORTING OVERVIEW

Andy MacCracken, NCPRO

Defining Responsibilities

UST considers all State agencies to be prime recipients, however reporting is coordinated so that North Carolina submits one consolidated report.

ROLES:

Coordinating Agency: NCPRO

Administering Agency: Any State agency that received an SFRF appropriation.

Subrecipient: Any entity that an Administering Agency to whom commits and pays SFRF funds, including contractors, subgrantees, and beneficiaries.

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Defining Responsibilities

Subrecipient

Administering Agency

NCPRO

US Treasury / NCGA

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NC's Reporting Obligations

As coordinating agency, NCPRO is responsible for submitting the following regular reports on behalf of all entities receiving SFRF

US Treasury

- Quarterly Project & Expenditure Reports
- Annual Performance Report

Legislative Report

- Quarterly report to NCGA

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Reporting at a Glance

(as of 6/16/22)

Type of Reporting Data		Reporting Interval	How to Report	When to Report
Project Data	Required for all Projects	Monthly	Report directly in PANGRAM	Report by the 15th of every month for the previous month's activities
	Supplemental Data by Expenditure Sub-Category	Depends on UST Expenditure Sub-Category	Report in PANGRAM using attachment	Depends on UST Expenditure Sub-Category
Subaward Data	Aggregate Expenditure Information	Monthly	Report in PANGRAM using attachment	Report by the 15th of every month for the previous month's activities
	Detailed Subaward & Expenditure Information	Monthly	Report in PANGRAM using attachment	Report by the 15th of every month for the previous month's activities
Performance Measures		Annually	Report in PANGRAM using attachment	Report by July 15th for activities occurring between July 1 – June 30.

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Reporting Elements

Main Buckets of Required Information:

- Project Expenditure & Program Data
- Subaward Data
- Performance Metrics

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Project Reporting

BASICS

- UST requires unique financial and program reporting for each SFRF project.
- Project is any SFRF appropriation for which NCPRO has established a unique Agreement Number

WHAT TO REPORT

- Standard set of questions with some additional programmatic data that varies by UST Expenditure Category

HOW TO REPORT

- Direct input in PANGRAM for core questions
- Attachment upload may be required for specific projects, depending on data required by UST

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Reporting Schedule

REPORTS DUE IN PANGRAM BY 15TH DAY OF THE MONTH FOLLOWING REPORTING PERIOD

Monthly reports example: Report 8/1-8/31 data by 9/15

Annual reports (7/1-6/30) due July 15th

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Monthly Reporting

ALL PROJECTS:

Item No.	Information	Reporting Interval	How to Submit Data
1*	Current Period Expenditures (by Expense Type)	Monthly	Direct Input
2*	Current Period Obligations	Monthly	Direct Input
3*	Does Project include a capital expenditure?	Monthly	Direct Input
4*	Did Project earn and/or spend program income?	Monthly	Direct Input
5*^	Did Project make any new subawards, subaward expenditures, or amend existing subaward?	Monthly	Direct Input
5b	If yes, upload Expenditure Detail Attachment	Monthly	Attachment

** Required item*
^ If yes, additional reporting required

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Monthly Reporting

Supplemental Reports by UST Sub-Category

Expenditure Sub-Category	Programmatic Data	Interval	How to Submit
2.29	Number of small businesses served this quarter (cumulative)	Monthly	Direct Input
5.6 & 5.15	Water infrastructure-specific questions – Additional details to come		Attachment
5.19	Broadband infrastructure-specific questions – Additional details to come		Attachment
6.1	Please select the primary service metric (i.e., households, businesses, etc.) most appropriate for your project. Options: Households, Small Businesses, Non-profits, Other Entities (Describe), Individuals (Describe)	Monthly	Direct Input
	Describe “other” or “individuals”	Monthly	Direct Input
	How many [service metric] have you served this quarter (cumulatively)?	Monthly	Direct Input

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Subaward Reporting

UST requires reporting on **any funds that your agency commits and pays to other entities**, whether through contracts, subgrants, or beneficiary programs.

Detailed information is required when your agency commits **$50,000 or more** to another entity.

If under $50,000, report aggregate totals of obligations and expenditures by subaward type.

Reported Information	Subawards $50K+	Subawards under $50k	Payments to Individuals
Subrecipient	Detailed	None	None
Funds Obligated	Detailed	Aggregate	Aggregate
Funds Expended	Detailed	Aggregate	Aggregate

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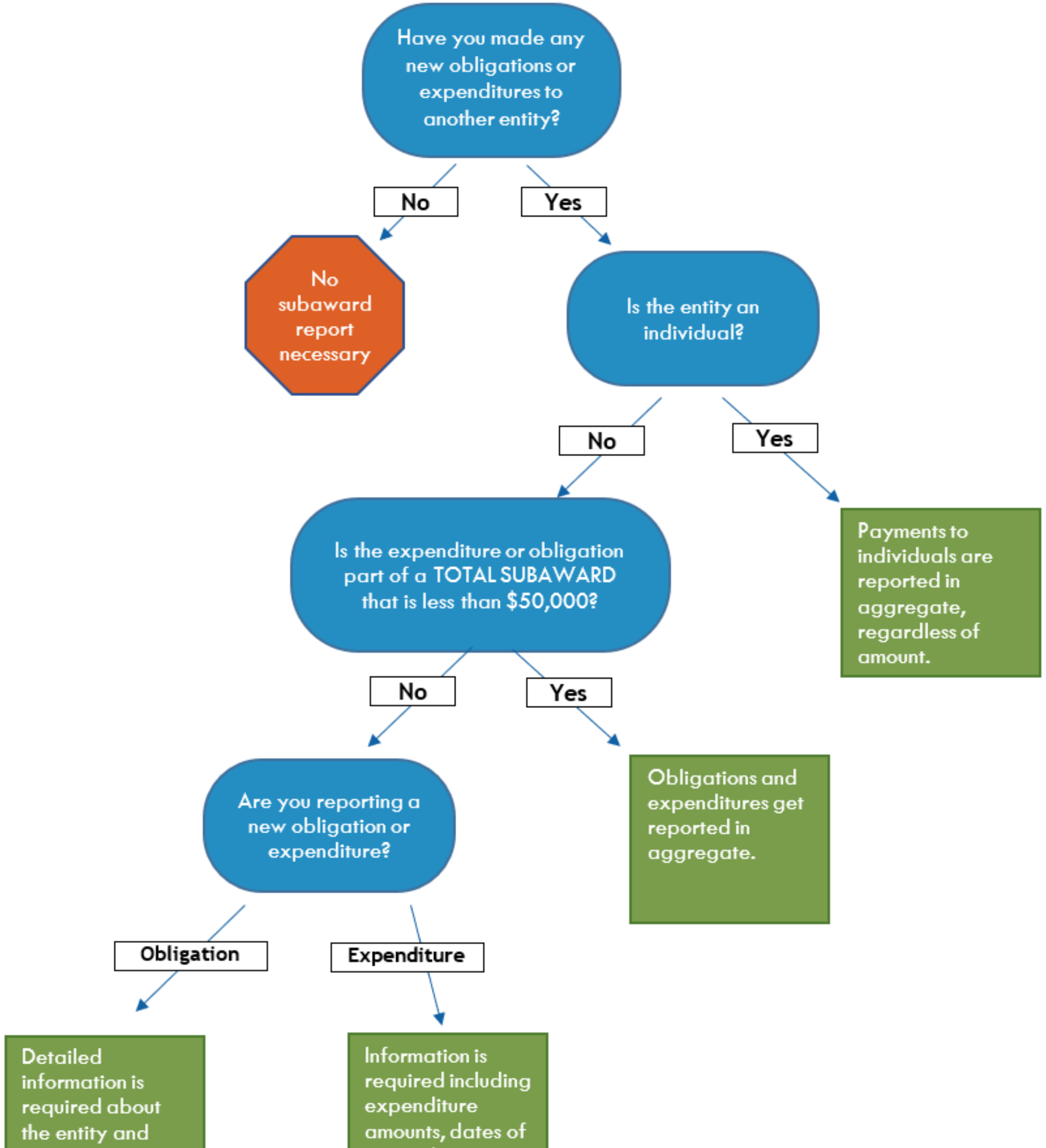
Reporting Subawards



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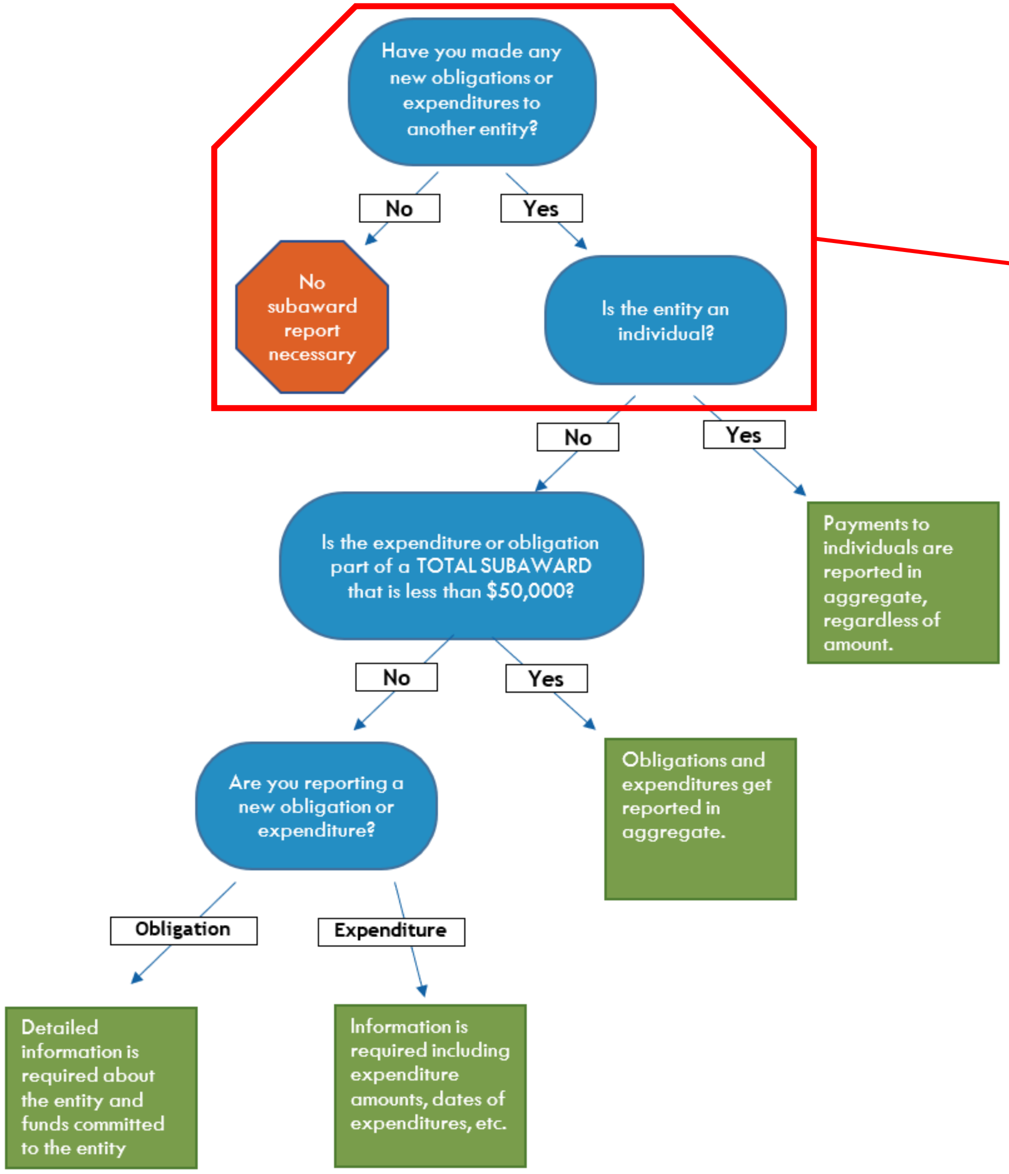
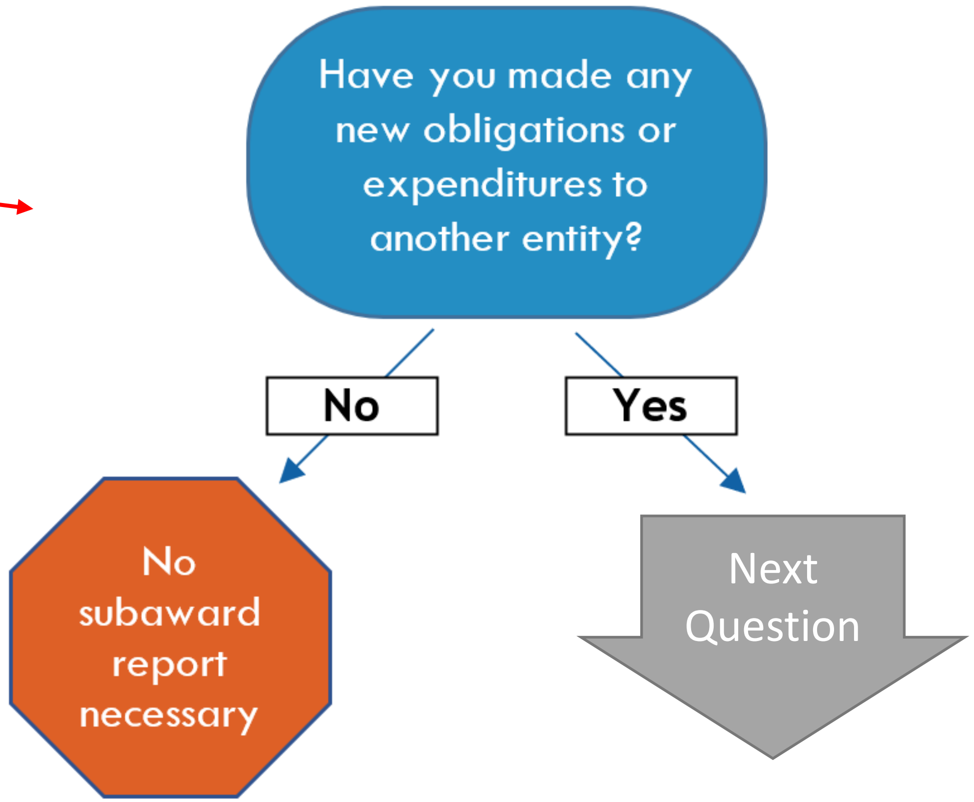
Reporting Subawards





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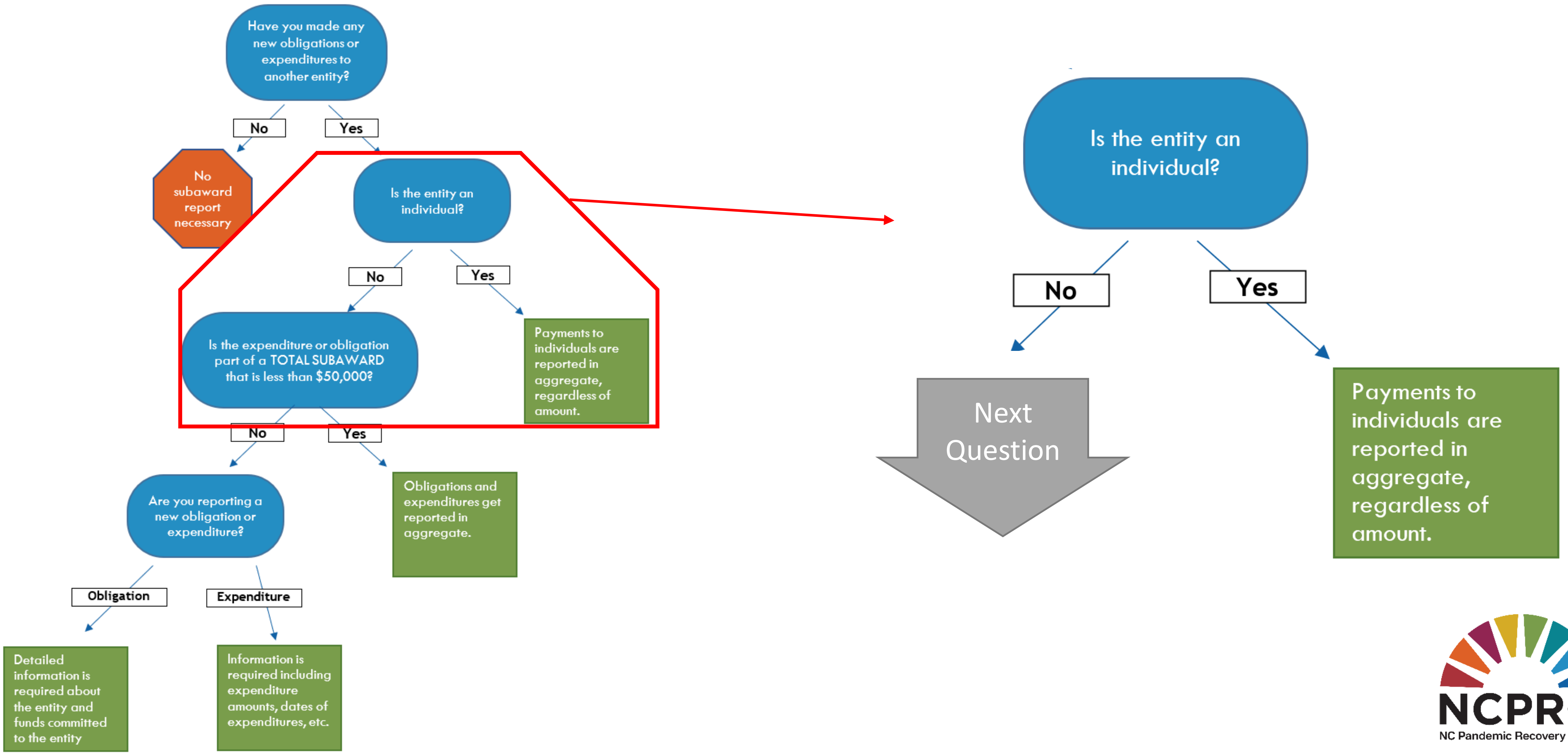
Reporting Subawards



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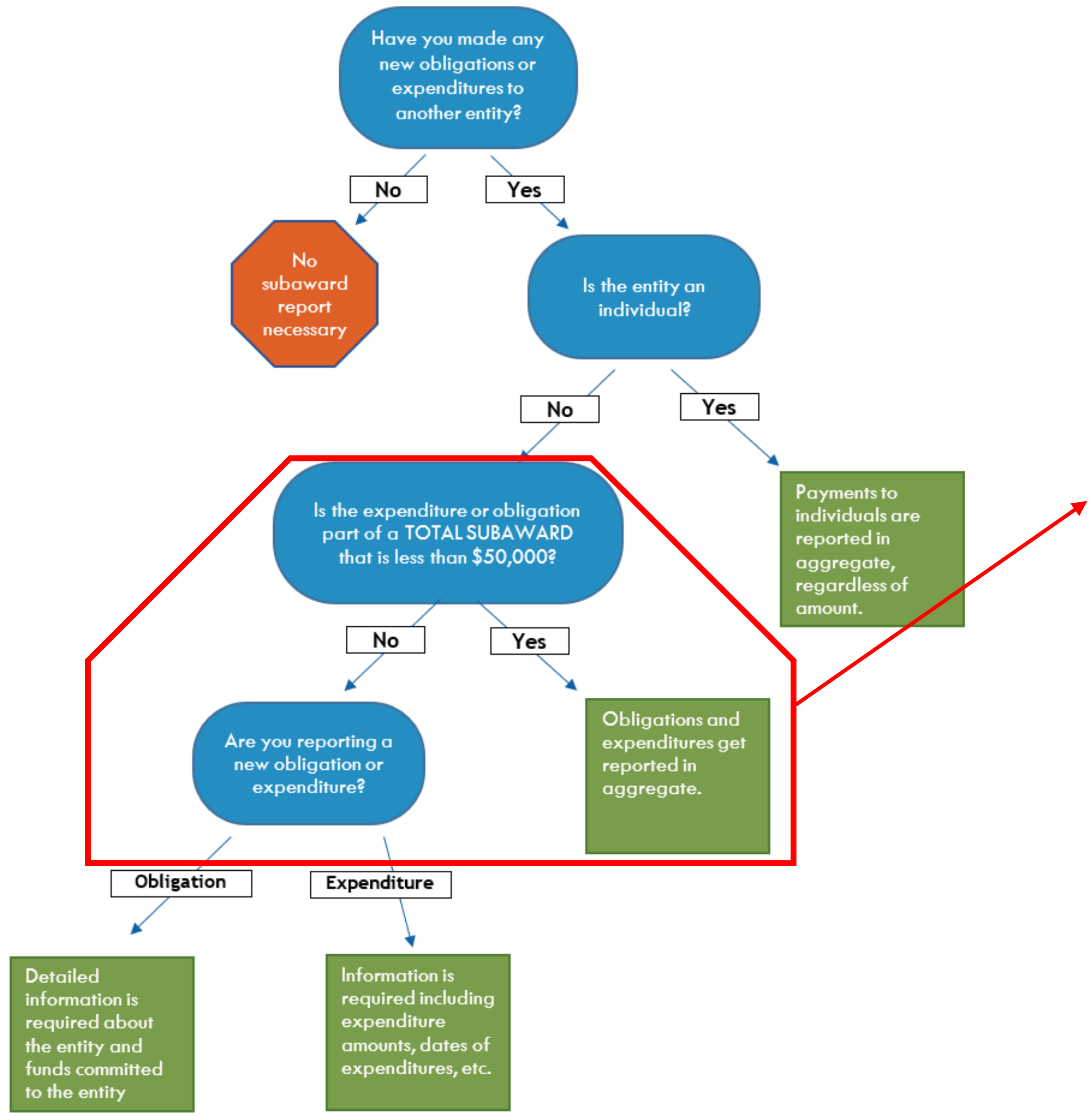
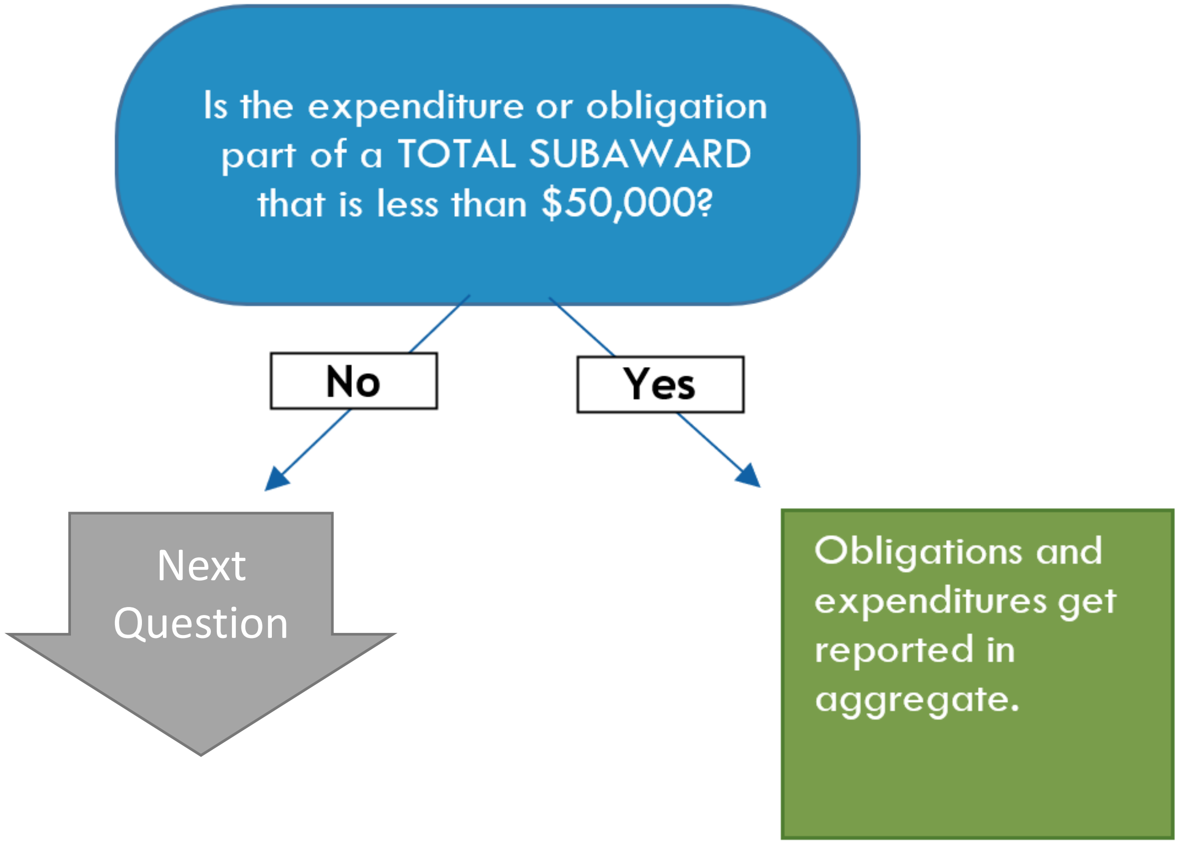
Reporting Subawards





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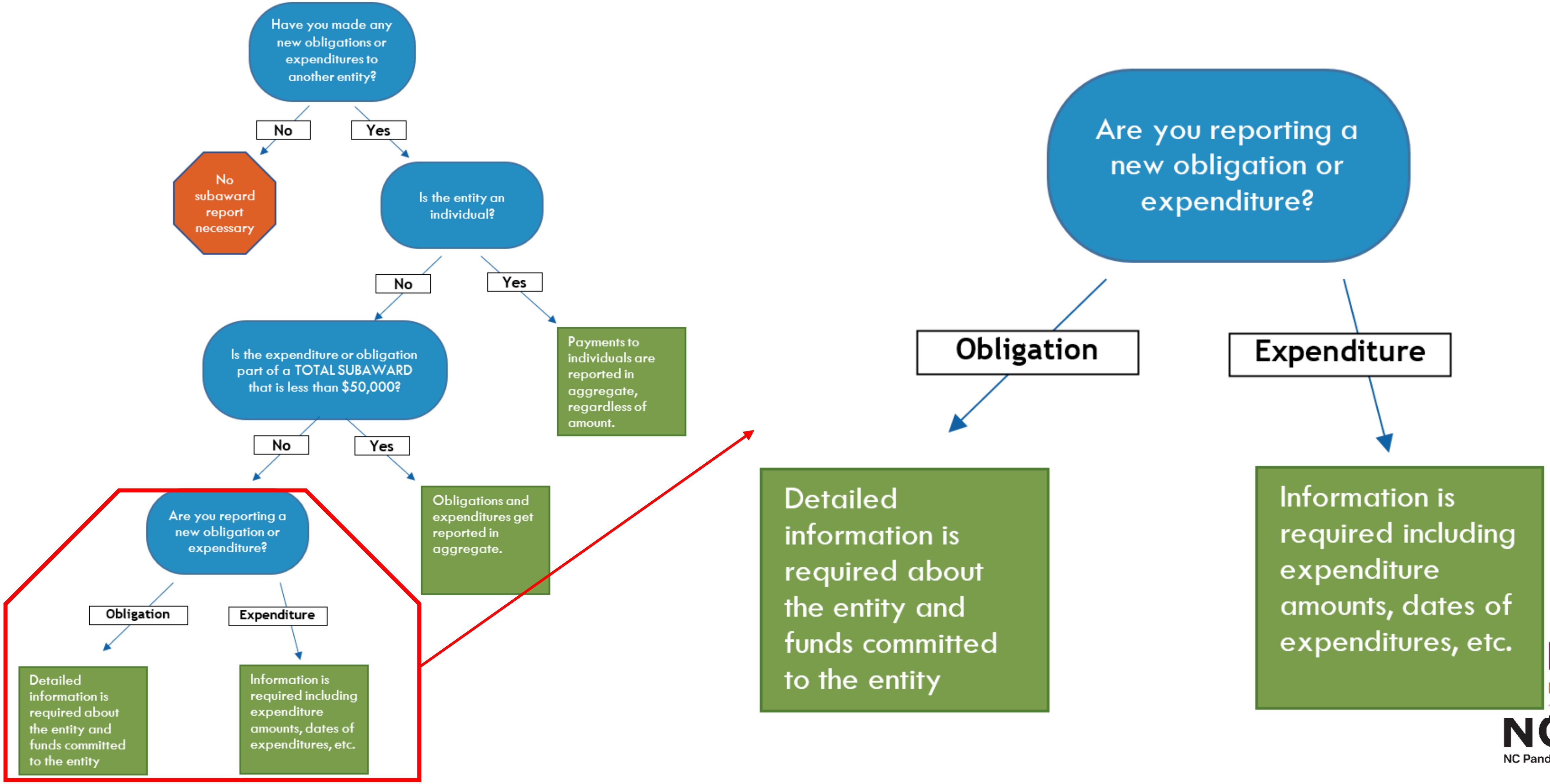
Reporting Subawards



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Subaward Reporting Data - $50K+

Item No.	Information	Reporting Interval	How to Submit Data
1	Subrecipient Name	Monthly	Attachment
2	Subrecipient UEI or TIN*	Monthly	Attachment
3	Subrecipient Point of Contact Email Address	Monthly	Attachment
4	Subrecipient Address	Monthly	Attachment
5	Is subrecipient registered in SAM.gov?	Monthly	Attachment
5.a^	SAM.gov follow up questions – see next slide	Monthly	Attachment
6.	Subaward Number	Monthly	Attachment
7	Subaward Type	Monthly	Attachment
8	Subaward Amount (Obligation)	Monthly	Attachment
9	Subaward Award Date	Monthly	Attachment
10	Total Subaward Expenditures	Monthly	Attachment
11	Primary Sector for subaward	Monthly	Attachment
12	Period of Performance Start & End Dates	Monthly	Attachment
13	Place of Performance Address	Monthly	Attachment
14	Purpose of Subaward Funds	Monthly	Attachment
15	Subaward Description	Monthly	Attachment
16	Expenditure Start & End Dates	Monthly	Attachment

**UST still allowing TIN as of guidance issued June 10, 2022*

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SAM.gov Questions

If the entity is not (or cannot be verified to be) registered in SAM.gov, additional questions are:

- Did entity receive 80% or more of its annual gross revenue from federal funds in its preceding fiscal year?
- Did entity receive $25 million or more of its annual gross revenue from federal funds,

If yes to both prior questions, Administering Agency must provide the total compensation, names, and salaries for the organization's five highest paid officers if not publicly listed (i.e., Mayor’s salaries are publicly available and do not need to be reported here).

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Subaward Reporting Data - Under $50K

Subawards under $50K are reported in aggregate. This should capture **<u>any</u>** contracts, payments, purchases, etc., that do not meet the $50K threshold.

Item No.	Information	Reporting Interval	How to Submit Data
1	Subaward Type Options: Contracts, Grants, Direct Payments, Transfers, Loans	Monthly	Attachment
2	Total Period Obligation Amount	Monthly	Attachment
3	Total Period Expenditure Amount	Monthly	Attachment

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Subaward Reporting Data - Individuals

Payments to Individuals are **always** reported in aggregate, regardless of amount of obligation/expenditure.

UST considers sole proprietorships to be individuals. Therefore, sole proprietorships should be reported under payments to individuals.

Item No.	Information	Reporting Interval	How to Submit Data
1	Total Period Obligation Amount	Monthly	Attachment
2	Total Period Expenditure Amount	Monthly	Attachment

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Subaward Reporting Template

Item	Reporting Month	Subrecipient UEI	Subrecipient TIN	Subrecipient Name	Subrecipient Point of Contact Email Address	Subrecipient Address Line 1	Subrecipient Address Line 2	Subrecipient Address Line 3	Subrecipient City Name	Subrecipient State Abbreviation	Subrecipient 5 digit Zip Code	Is Subrecipient registered in SAM.gov? (select "yes" or "no")	In its preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds? (select "yes" or "no")	In the preceding fiscal year, did recipient receive $25 million or more of its annual gross revenue from federal funds? (select "yes" or "no")
Item Number	RM01	401	402	403	404	405	406	407	408	409	410	411	412	413
Required or Optional	REQUIRED	Conditional: Must provide TIN OR UEI	Conditional: Must provide TIN OR UEI	Required	Optional	Required	Optional	Optional	Required	Required	Required	Required	*Conditional: Required only if you answered "No" to the previous question	*Conditional: Required only if you answered "No" to the "Subrecipient SAM.gov
Validation	Dropdown	Alphanumeric, 12 characters	Numeric, 9 characters									Dropdown		

1. Certification | 2. Help Text | 3. Reporting Guide | 4. Subrecipients (≥ $50k) | 5. Subawards (≥ $50k) | 6. Expenditures ≥ $50,000 | 7. Expenditures < $50,000 | 8. Payments to Individual ...

Annual Reporting

NCPRO is preparing guidance and template for annual performance reporting.

The reporting template will be very similar to the Project Planning template, including:

- Identification of and progress on suitable performance indicators
- Description of how equity, labor practices, and use of evidence are integrated into SFRF project planning and implementation.

Additional data required:

Item No.	Information
6a*	Primary Project Demographic Distribution - Primary Populations Served
6b*	Primary Project Demographic Explanation
6c	Secondary Project Demographic Distribution - Additional Populations Served
6d	Secondary Project Demographic Explanation
6e	Tertiary Project Demographic Distribution - Additional Populations Served
6f	Tertiary Project Demographic Explanation
7*	Structure and objectives of assistance program
8*	Administering Agency's approach

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Wrap Up & Questions

NCPRO will soon release a Reporting Handbook including:

- DETAILED GUIDANCE
- REPORTING TEMPLATES
- UPDATED PANGRAM USER GUIDE
- SCHEDULE OF WEBINARS AND TRAINING OPPORTUNITIES

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