



**NCPRO**

**NC Pandemic Recovery Office**

# ARPA State Fiscal Recovery Funds

*State Agency Working Group*

June 30, 2022

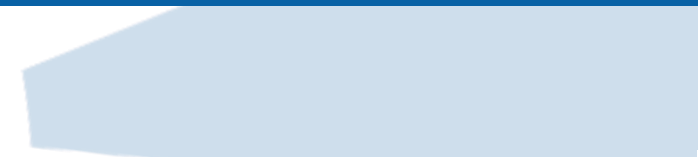
# Agenda

1. Process Update
2. Reporting Demonstration
3. Reporting Office Hours

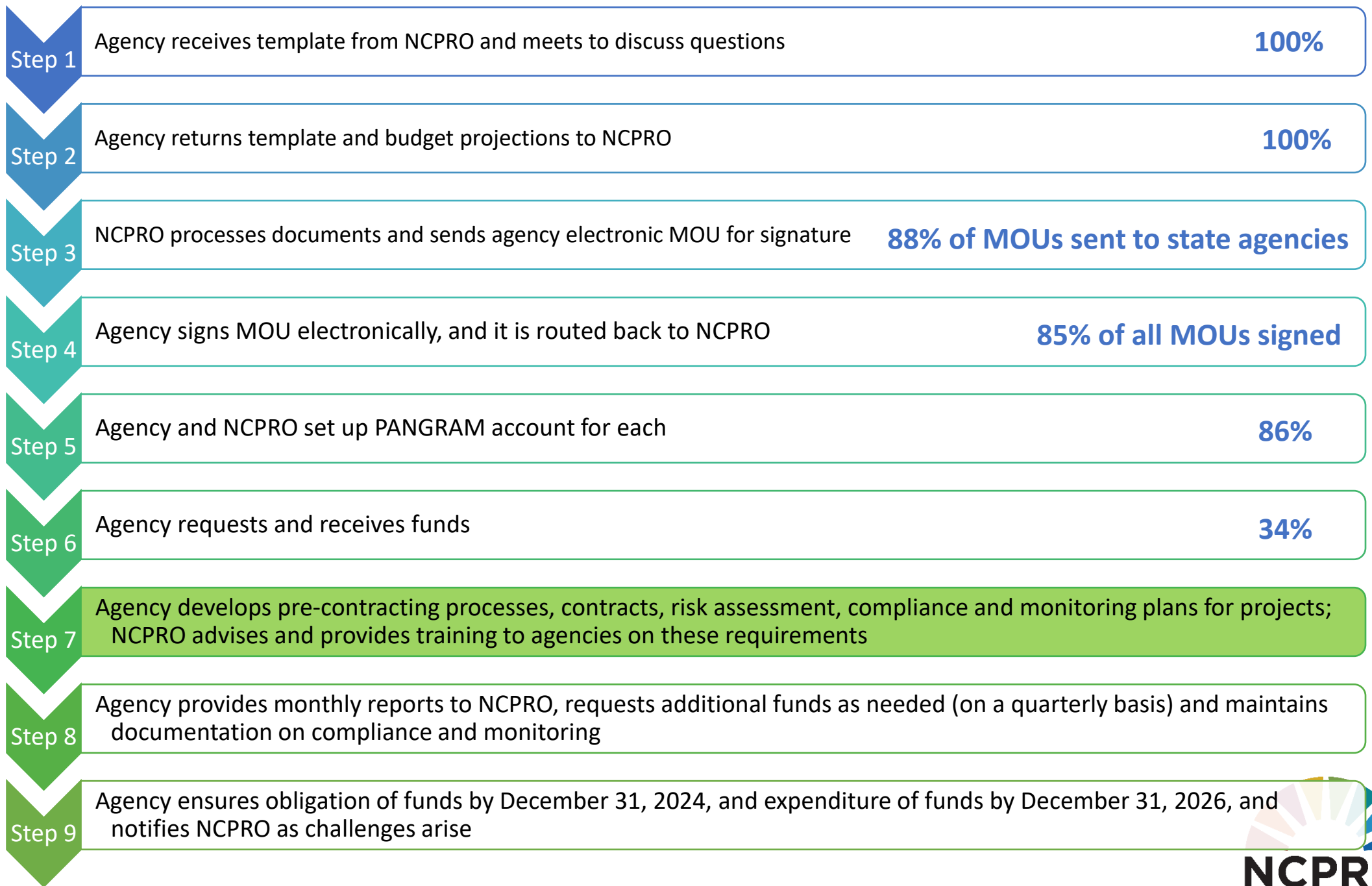


# PROCESS UPDATE

*Stephanie McGarrah, NCPRO*



# Overview of SFRF Process



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



# REPORTING OVERVIEW

*Andy MacCracken, NCPRO*



# Where are we now?

NCPRO Reporting Handbook available at: <https://ncpro.nc.gov/guidance/reporting-information>

Released on June 28<sup>th</sup>:



**DETAILED GUIDANCE**



**REPORTING TEMPLATES**



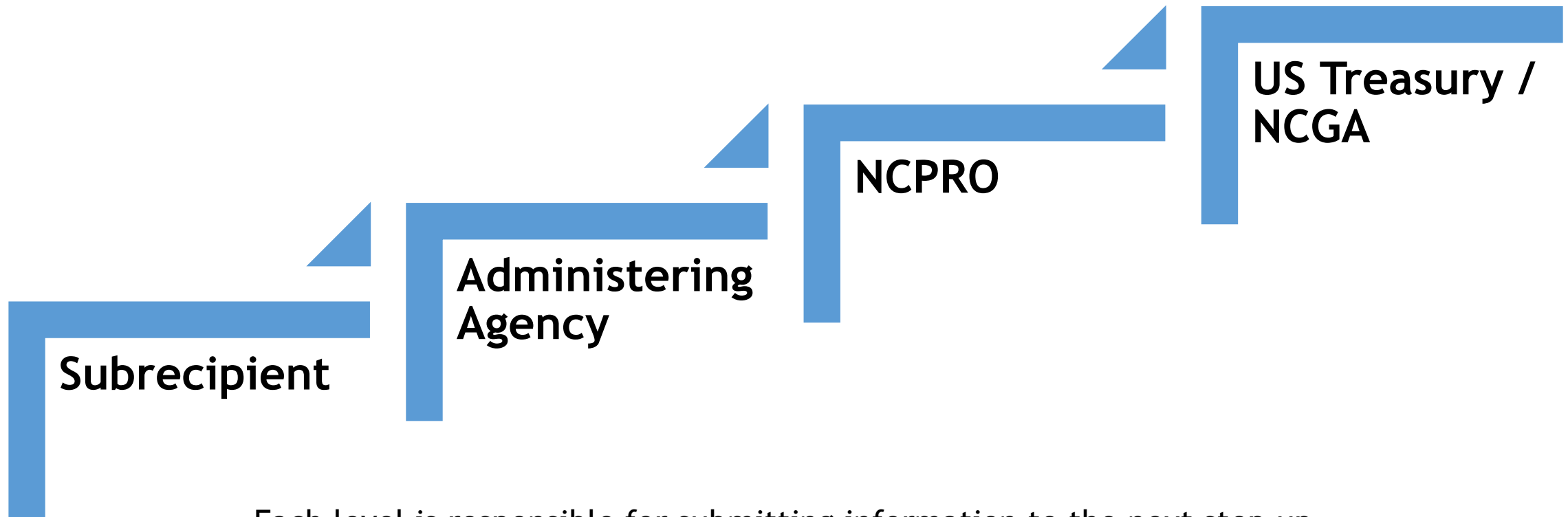
**SCHEDULE OF WEBINARS AND TRAINING OPPORTUNITIES**

Coming shortly:



**UPDATED PANGRAM USER GUIDE**

# Defining Responsibilities



Each level is responsible for submitting information to the next step up.

# Reporting at a Glance

(as of 6/30/22)

Type of Reporting Data		Reporting Interval	How to Report	When to Report
Project Data	Required for all Projects	Monthly	Direct input	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	Direct input for EC 2 and EC 6 Attachment for EC 5	Depends on UST Expenditure Sub-Category
Subaward Data	Aggregate Information (under \$50K)	Monthly	Upload attachment in PANGRAM	Report by the 15th of every month for the previous month's activities
	Detailed Information (\$50k+)	Monthly	Upload attachment in PANGRAM	Report by the 15th of every month for the previous month's activities
Performance Measures		Annually	Upload attachment in PANGRAM	Report by July 15 <sup>th</sup> for activities occurring between July 1 - June 30.





# Notes about initial reports:

## Monthly report due by July 15

Submit for April, May, and June altogether

## PANGRAM reporting is not yet open

Due to recent changes in US Treasury guidance, we are implementing updates to the PANGRAM expense report. Expected to go live around July 8. Notification will go out when open.

## Annual report for 2022

First Annual Performance Report due Sept 30, 2022\*

*\*NCPRO will need data by mid-July from targeted projects. NCPRO will follow up with applicable agencies.*

# Suggested Steps

1. Organize subaward data
2. Prepare project level data
3. Review data prior to inputting into PANGRAM
4. Submit in PANGRAM

# Example

North Carolina has appropriated \$10,000,000 of SFRF to the NC Department of Examples to build capacity of community-based organizations to mitigate the spread of COVID-19.

In June 2022, NCDOEx **obligated \$300,000** in funds and **spent \$150,000** as follows:

Description of activities	Obligated	Expended
Personnel costs related to grant administration	\$10,000	\$10,000
Personnel costs related to program implementation	\$15,000	\$15,000
Subgrants to regional organizations	\$200,000	\$100,000
Contract with company to deliver PPE and similar materials	\$75,000	\$25,000

# Example - Subaward Reporting

SFRF Award Number	Recipient Entity	Expenditure Category	SFRF Award Amount
EXAMPLES-300	NC Department of Examples	6.1 - Revenue Replacement	\$10,000,000
Reporting Month	Date of Submission	Subawards Obligated (Current)	Subaward Expenditures (Current)
Jun (22)	7/15/2022	275,000.00	125,000.00

Information about person submitting this report:

Name	Title	Email	Phone Number
Abraham Lincoln	Reporting Manager	<a href="mailto:honestabe@example.nc.gov">honestabe@example.nc.gov</a>	984-123-4567

Quarterly Tracking	Total Obligations	Total Expenditures
2022 Q2	\$ 275,000.00	\$ 125,000.00
2022 Q3	\$ -	\$ -
2022 Q4	\$ -	\$ -
2023 Q1	\$ -	\$ -
2023 Q2	\$ -	\$ -
2023 Q3	\$ -	\$ -
2023 Q4	\$ -	\$ -
2024 Q1	\$ -	\$ -
2024 Q2	\$ -	\$ -
2024 Q3	\$ -	\$ -
2024 Q4	\$ -	\$ -

# Example - Project Data in PANGRAM

Expenses for Item type P062

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Expense Amount	Add Line
	MM/DD/Y		Please Select <input type="button" value="v"/>			
<b>Total</b>						

## Programmatic Data

Q1: Agreement/Project Completion Status:

Q2: Current Period Obligations:

Q3: Brief description of project activities last month (100 words or less):

Q4: Did Administering Agency make any new non-Personnel obligations or expenditures this reporting period? (If yes, please upload subrecipient-subaward data as an attachment):

Q5: Does project include a capital expenditure?:

Q6: Did program earn and/or spend program income?:

Q7: Please select the primary service metric (i.e., households, businesses, etc.) most appropriate for your project:

Q9: How many [service metric] in Question 7 have you served this quarter (cumulatively)?:

# Example - Reporting Expense Types

Reference #	Reference Date	Description/Subrecipient Name	Accounting Category	Amount	Total Expense Amount	Add Line
	MM/DD/Y		Please Select <input type="text"/>			
<b>Total</b>						

Description of activities	Expense Type	Expended
Personnel costs related to grant administration	Grant Administration Personnel Costs	\$10,000
Personnel costs related to program implementation	Grant Program Execution Personnel Costs	\$15,000
Subgrants to regional organizations	Payments to Subrecipients*	\$100,000
Contract with company to deliver PPE and similar materials	Grant Program Execution All Other Costs*	\$25,000

\* requires Subaward Report

# Example - Reporting Project Data

## Programmatic Data

Q1: Agreement/Project Completion Status:

Q2: Current Period Obligations:

Q3: Brief description of project activities last month (100 words or less):

DOEx entered new agreements with subgrantees and contractors to provide services supporting this award over next two years. Initial payments have been made, and subgrantees have begun engaging community organizations.

Q4: Did Administering Agency make any new non-Personnel obligations or expenditures this reporting period? (If yes, please upload subrecipient-subaward data as an attachment):

Q5: Does project include a capital expenditure?:

Q6: Did program earn and/or spend program income?:

Q7: Please select the primary service metric (i.e., households, businesses, etc.) most appropriate for your project:

Q9: How many [service metric] in Question 7 have you served this quarter (cumulatively)?:

Comments:

Select checkbox to attest:

I attest that my submissions do not include Personally Identifying Information as defined by 2 CFR 200 and NCGS 75-61(10). The following is the federal definition for ease of reference: Protected Personally Identifiable Information (Protected PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit

# Additional Office Hours

SFRF Reporting Office Hours listed below:

**Tuesday, July 5 | 2:00 - 3:00 PM**

TEAMS LINK: [Click here to join the meeting](#)

**Thursday, July 7 | 2:00 - 3:00 PM**

TEAMS LINK: [Click here to join the meeting](#)

**Monday, July 11 | 11:00 AM - 12:00 PM**

TEAMS LINK: [Click here to join the meeting](#)

