



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**



Employment First State for Individuals with Disabilities

ROY COOPER
GOVERNOR

CHARLES PERUSSE
STATE BUDGET DIRECTOR

November 30, 2021

MEMORANDUM

TO: Senator Phil Berger, President Pro-Tempore of the Senate
Representative Tim Moore, Speaker of the House of Representatives
Mark Trogon, Director of Fiscal Research Division

FROM: Stephanie McGarrah, Director of the NC Pandemic Recovery Office

SUBJECT: North Carolina Pandemic Recovery Office

Per Session Law 2020-4, Section 4.3.(b), as amended, the North Carolina Pandemic Recovery Office is required to submit a monthly report to the Joint Legislative Commission on Governmental Operations on the staffing, expenditures, and activities of the Office.

The report is attached for your review. If you have questions, please email them to stephanie.mcgarrah@osbm.nc.gov.

Attachments

Report on NC Pandemic Recovery Office Operations and Activities

Overview of the Office

In May 2020, Governor Cooper established the NC Pandemic Recovery Office (NCPRO) to oversee and coordinate the fiscal response to the COVID-19 pandemic. NCPRO is responsible for overseeing the distribution of the \$3.6 billion in Coronavirus Relief Funds (CRF) from the U.S. Treasury to provide support to state agencies, local governments, nonprofits, hospitals, educational institutions, and research organizations. NCPRO established a robust and efficient system for distributing, tracking, auditing, and providing guidance to over 2,000 recipients of the funds provided from CRF.

In addition to CRF, NCPRO is responsible for oversight, administration, and federal reporting for four additional COVID-19 recovery programs: (1) the Governors Emergency Education Relief (GEER) program, (2) Emergency Rental Assistance (ERA), (3) Homeowners Assistance Fund (HAF), and (4) American Rescue Plan Act State Fiscal Recovery Funds (SLFRF). NCPRO is responsible for providing technical guidance and support to all county and municipal governments that received funds from the American Rescue Plan Act Local Fiscal Recovery Funds (LFRF), and funds for 525 municipalities are flowing through the State.

North Carolina received \$222.7 million in GEER funds from the CARES Act and CRSSA Act, which come to the State from the U.S. Department of Education. The Governor is responsible for awarding funds to education entities under GEER I and GEER II programs (totaling \$137.8 million); federal law allocates the remaining \$84.8 million to the Emergency Assistance for Non-public Schools program, which is administered by NCDPI with NCPRO providing oversight and federal reporting.

The Emergency Rental Assistance (ERA) program assists households that are unable to pay rent and utilities due to the COVID-19 pandemic with \$979 million in federal funds awarded to the State of North Carolina through the Consolidated Appropriations Act of 2021 and the American Rescue Plan Act (ARPA). The US Treasury allocated an additional \$280 million directly to 18 local governments and \$24.4 million was provided to five tribal governments in North Carolina for the ERA Program. NCPRO is responsible for oversight, administration, and federal reporting for the state's allocation of the ERA funds. Additionally, NCPRO is working with the local and tribal governments to coordinate programs and is providing technical assistance where needed.

North Carolina received \$273.3 million for the Housing Assistance Fund (HAF) through ARPA to provide financial assistance to homeowners experiencing hardship due to the COVID-19 pandemic. Funds from this program may be used to prevent homeowner delinquencies, defaults, foreclosures, and other homeowner related expenses. NCPRO is responsible for oversight, administration, and federal reporting for the state's allocation of HAF funds.

The State of North Carolina received \$5.4 billion in American Rescue Act State Fiscal Recovery Funds (SFRF) and local governments in North Carolina directly received \$2.7 billion in Local

Fiscal Recovery Funds (LFRF). North Carolina received \$352,692,103.50 of the \$705 million to distribute to 525 municipalities in accordance with U.S. Treasury rules and guidance. To date, NCPRO has distributed \$342,638,945.92 of the LFRF to 521 of the 525 municipalities. The office is currently working to assist the remaining local governments in completing their paperwork to receive these funds. In addition, NCPRO hosted webinars on June 30th and July 1st with over 1000 attendees in collaboration with the Local Pandemic Recovery Stakeholder Group to provide guidance to local governments on the use of ARPA funds. NCPRO also participated on several panel discussions with the UNC School of Government Basics of ARPA Course for local governments during the month of October.

Staffing, Funding and Responsibilities of NC Pandemic Recovery Office

The North Carolina Pandemic Recovery Office is organizationally located in the Office of State Budget and Management. The office hired its first staff in May 2020 and added most staff within the first three months of operation to complete its primary duties:

- Develop the systems, processes, and procedures to efficiently disburse the federal recovery dollars as appropriated,
- Disburse CRF funds in a timely manner to assist recipients in responding to the pandemic,
- Monitor changing US Treasury guidance,
- Provide technical assistance to recipients and assist in program development design,
- Meet federal and state reporting requirements,
- Identify the impacts of the COVID-19 pandemic on North Carolina’s people, communities, and businesses,
- Address gaps in recovery funding for underserved people, places, and businesses, and
- Audit the recipients of CRF dollars to ensure compliance with federal and state laws.

All the positions within the office are time-limited, temporary, or contract-based (employees who have been temporarily reassigned from state agencies). Because the office was begun in May 2020, it has operated remotely from its inception, and it continues to operate remotely in accordance with guidance from DHHS and OSHR.

Additional positions have been added in the past three months as NCPRO has been tasked with administering GEER and ERA funds and auditing and federal reporting requirements have increased in frequency and volume.

Table 1: Summary of NCPRO Staffing and Expenditures, March 2020 – October 2021

Month	Total Number of Staff	Total Personnel Cost	Total Non-Personnel Cost	Total Cost by Month
March 2020	0	0	0	\$0
April 2020	0	0	0	0
May 2020	3	8,591.07	0	0

June 2020	12	67,352.03	749.52	68,101.55
July 2020	15	119,815.90	4,588.03	124,403.93
August 2020	15	130,740.75	38,592.20	169,332.95
September 2020	15	136,148.22	8,145.64	144,293.86
October 2020	15	136,485.55	1,407.52	137,893.07
November 2020	16	126,366.83	2,409.89	128,776.72
December 2020	16	178,025.30	12,848.23	190,873.53
January 2021	18	149,403.42	7,537.26	156,940.68
February 2021	17	155,859.82	8,804.60	164,664.42
March 2021	18	141,641.95	21,407.67	163,049.62
April 2021	22	168,626.56	883,422.23 ¹	1,052,048.79
May 2021	24	175,851.73	6,155.37	182,007.10
June 2021	28	278,819.41	3,225.22	282,044.63
July 2021	30	200,350.51	27,965.34	228,315.85
August 2021	33	218,647.84	37,655.50	256,303.34
September 2021	32	268,239.75	84,126.80	352,366.55
October 2021	32	269,178.59	13,003.93	282,182.52

Table 2: Detailed NCPRO Staffing Report

Month	Number of Staff Hired	Position Number	Permanent, Temporary, Time-limited, or Contract (Start and End Dates Noted for Temporary Positions)	Funding Source for Each Position	Total Funds Spent on Salary and Benefits for Personnel
March 2020	0				
April 2020	0				
May 2020	3	65031177 65031225 65031201	Time-limited Time-limited Time-limited	CRF	\$8,591.07
June 2020	9	65031279 65031327 65031328 65031332 65031375 65031400 65031500 1383460	Time-limited Time-limited Time-limited Time-limited Time-limited Time-limited Time-limited Contract	CRF	67,352.03

		1667049	Contract		
July 2020	3	65031553 65031576 2275732	Time-limited Time-limited Temporary (7/1/2020 – 6/1/2021)	CRF	119,815.90
August 2020	0				130,740.75
September 2020	0				136,148.22
October 2020	0				136,485.55
November 2020	1	1155703	Temporary (11/4/2020 through 4/30/2021)	CRF	126,366.83
December 2020	0				178,025.30
January 2021	2	65032485 00627194	Time-limited Temporary (1/26/2021 – 12/10/2021)	CRF	149,403.42
February 2021	0				155,859.82
March 2021	1	825243	Temporary (3/22/2021 – 12/10/2021)	CRF	141,641.95
April 2021	5	2197186 1165961 639639 2310512 216573	Time-limited Time-limited Time-limited Temporary (4/19/2021 – 12/10/2021) Temporary (4/19/2021 – 12/10/2021)	CRF	168,626.56
May 2021	2	65032594 65009917	Time-limited Temporary (5/17/2021 – 12/10/2021)	CRF	175,851.73
June 2021	4	963300 2122768 20686861 2314325	Time-limited Time-limited Temporary Temporary	CRF	278,819.41 ²
July 2021	2	60080066 60080107	Temporary Temporary	CRF	200,350.51

August 2021	3	1320441 863585 1521242	Temporary Time-limited Time-limited	CRF	218,647.84
September 2021	0				268,239.75
October 2021	0				269,178.59

Activities of NC Pandemic Recovery Office during the 2020 Calendar Year

During the 2020 calendar year, the NCPRO was focused on administration, oversight, disbursement and reporting for the state’s \$3.6 billion in Coronavirus Relief Funds (CRF) as well as identifying the impacts of the pandemic on North Carolina’s people, communities, and businesses. The first round of the Governor’s Emergency Education Relief Fund (GEER) was included in the CARES Act, and NCPRO was involved in determining how to best allocate those funds and in developing oversight, administration and reporting functions for the GEER program. Because the CRF dollars were set to expire on December 30, 2020, NCPRO also worked with CRF recipients to reallocate funds to make sure they were used before the deadline. When President Trump signed the Consolidated Appropriations Act into law on December 27, 2020 which extended the CRF expenditure deadline, NCPRO shifted its focus to making sure CRF recipients understood the new deadline and guidance from the US Treasury. In addition, the Consolidated Appropriations Act included funds for the Emergency Rental Assistance (ERA) program. NCPRO completed the following activities during the 2020 calendar year:

Table 3: NCPRO 2020 Calendar Year Activities

Function	Activities
Guidance, budgeting, and reporting	<ul style="list-style-type: none"> • Monitored US Treasury requirements and communicated the stringent federal requirements for use of the funds, as well as the further restrictions and directions of the General Assembly in their appropriations. • Wrote detailed FAQ documents for the different types of recipients (i.e., local governments, non-profits, state agencies and hospitals) that were made available on NCPRO website and which were continually modified as new guidance was issued by the U.S. Treasury. • Held more than 35 technical guidance sessions with over 1,500 representatives of CRF and GEER recipients • Set up a dedicated email account and answered more than 2,000 emails from recipients as well as held multiple meetings and phone calls for each of the more than 35 recipients who required more intensive assistance to understand their use of CRF dollars.

	<ul style="list-style-type: none"> Submitted quarterly federal reports to US Treasury which tracked more than 1,400 recipients and subrecipients that received more than \$50,000 in CRF. Prepared and submitted monthly and annual reports to the US Department of Education for GEER program and SEFA report for GEER, ERA and CRF. Worked with CRF recipients to outline eleven reallocations and submitted reports to Fiscal Research on reallocations and use of CRF as requested.
Business Operations, Contracting and Accounting	<ul style="list-style-type: none"> Developed 198 contracts, 14 MOUs and monitored 97 county plans for the recipients of CRF designated by the NC General Assembly in SL 2020-4, 2020-14, 2020-27, 2020-53, 2020-64, 2020-79, 2020-80, 2020-88, and 2020-97 Drew down federal funds in compliance with applicable federal and state regulations related to funding programs, including Uniform Guidance and the Cash Management Improvement Act, for CRF Developed processes and maintained accurate and thorough accounting of all CRF and GEER funds Processed initial funding and reimbursement requests for \$3,357,260,447 of the CRF dollars and communicated with OSBM and OSC to initiate payments to recipients. Developed and built reporting systems to manage, track and disburse \$3.6 billion in CRF and \$222.7 million in GEER funds.
Auditing	<ul style="list-style-type: none"> Developed the NCPRO Audit program and performed a risk assessment to develop the audit plan for CRF and GEER. Completed ongoing compliance Monitoring of CRF and GEER recipients to ensure compliance. Began multiple audits of CRF program. Developed statewide compliance documents for CRF and GEER audits. Liaised with state and federal auditors as they conducted initial audits of the GEER and CRF programs.
Communications	<ul style="list-style-type: none"> Built NCPRO website and initiated social media accounts to communicate with CRF and GEER recipients Communicated CRF outcomes with Governor’s Office, General Assembly, NC Congressional delegation, state agencies and other key stakeholders about the recovery efforts. Continue to provide data and information to public, media and interested parties about North Carolina’s use of federal COVID-19 relief funds (CRF, ERA and GEER)
Strategy and Data Analytics	<ul style="list-style-type: none"> Worked with DIT’s Government Data Analytics Center and SAS to create an online data dashboard to track relief funds received by NC

	<p>businesses (e.g., Paycheck Protection Program, Economic Injury Disaster Loans, other programs which used CRF) and the economic impact of the pandemic on the state’s economy.</p> <ul style="list-style-type: none"> • Began analysis to track all federal relief funds (to date over \$41 billion) provided to North Carolina and to analyze the impact as well as identify any remaining gaps in recovery. • Held more than 40 listening sessions with over 1,200 people from faith communities, businesses, non-profits, underrepresented communities, education, and local governments from all 100 counties to identify impacts of the pandemic and address them where possible. • Engaged team of researchers from state agencies and nine economists from the public, private and non-profit sectors in North Carolina to identify and analyze quantitative data on the pandemic.
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Current NCPRO Office Activities for the 2021 Calendar Year

NCPRO will complete the following activities in the 2021 calendar year. Many of these activities will continue into future years as the deadline for the use of funds for CRF and ERA programs is presently December 31, 2021. Oversight responsibility of these funds will continue past their expiration until all federal reporting and auditing is completed late in calendar year 2022. Federal audits of these funds will take place through the end of 2024. GEER funds must be expended by December 31, 2023 (GEER 1 by December 2022 and GEER 2 by December 2023). Reporting and oversight activities are required through first quarter of 2024, and federal audits of GEER funds will continue through the end of 2025.

Table 4: NCPRO 2021 Activities

Function	Activities
Guidance, budgeting, and reporting	<ul style="list-style-type: none"> • Monitor US Treasury requirements and provide guidance and technical assistance to CRF recipients through the close-out of funds. • Monitor US Treasury and US Education requirements and provide training sessions, guidance and technical assistance to GEER and ERA recipients. • Complete ongoing federal and state reporting requirements for CRF, GEER, and ERA programs. • Met with local leaders and advocacy groups such as the Association of County Commissioners and the League of Municipalities to discuss the American Rescue Plan and its funding impact for local governments. • Worked with analysts at OSBM to summarize the provisions of the American Rescue Plan and its State impact; worked with OSBM to begin implementing the provisions of HB 196/SL 2021-3. • Continued to provide technical assistance and guidance on allowable uses of funds for CRF.

- Developed policy memos and ARPA updates to share with NC League of Municipalities (NCLM) and NC Association of County Commissioners (NCACC).
- Continue to track CRF, review submitted reports, and followed up with recipients.
- Compiled a comprehensive summary of CRF expenditures to develop the final report on use of these funds in addition to the monthly reports required by the Legislature.
- Compiled and confirmed a list of all recipients who have expended all their funds and contacted those recipients to notify them that their reporting responsibilities for CRF are concluded.
- Developed guidance on contracts and memoranda of understanding for ARPA recipients.
- Developed written guidance for the non-entitlement local communities who are receiving funds from the American Rescue Plan/Coronavirus State and Local Fiscal Relief Funds (SLFRF).
- Working with accounting team to develop and confirm a list of all recipients who have expended all of their funds and contacting those recipients to notify them that their reporting responsibilities for CRF are concluded.
- Provided a training and question and answer session with the NC League of Municipalities with over 800 registered attendees.
- Developed and posted brief training videos and informational graphics for SLFRF recipients.
- Sent letters to county governments who have expended their funds and completed their CRF process.
- Provided guidance to ARPA recipients through the NCPRO inbox, phone calls, meetings, and presentations.
- Developed a closeout tracking system for CRF and compiled documents for reports on the use of CRF.
- Worked with over 200 (216) municipalities to help them receive the ARPA funding to which they are entitled, as well as providing technical support and guidance to these municipalities on the allowable use of these funds and their responsibilities as prime recipients of these funds.
 - Analysts met personally with local governments to assist them with any of the steps required to access the funding.
 - Handled numerous technical emails and phone calls.
- Made presentations and gave technical assistance workshops to groups such as:
 - Carolina Farm Stewardship Association
 - Lumber River Council of Government
 - North Carolina Parks and Recreation Association
 - Multiple assistance workshops with the UNC School of Government.
 - CRF closeout account workshop with NCACC

	<ul style="list-style-type: none"> ○ Presentation to the Triad Council of Government ○ Utilities-related presentation with the League of Municipalities ○ State Water Infrastructure Authority ● Continued to participate in bi-weekly meetings with local government stake holders on ARP and CRF needs. ● Prepared federal and state reports related to CRF, ARPA, and NEU funding ● Continued to produce and disseminate timely information to recipients and potential recipients of these funds ● Worked on developing new processes and procedures for oversight and monitoring of ARPA funds ● Continued to track CRF expenditures while developing a plan for closing out these funds. ● Traveled to municipalities throughout the state to assist them with receiving and using ARPA LFRF. ● Met with state and local stakeholders to coordinate efforts to assist communities throughout North Carolina. ● Produced and published information on the allowable uses of ARPA funding. ● Answered hundreds of requests for information through the NCPRO inbox and phone calls.
<p>Data Management</p>	<ul style="list-style-type: none"> ● Optimize reporting systems to minimize burden on recipients and improve data collection. ● Revised monitoring processes to improve functions by creating new forms and updating the current form structure. This will improve monitoring, compliance, and verification for the distribution and use of the American Rescue Plan funding. ● Evaluated procuring of additional funds management software to address American Rescue Plan Funding. ● Design and develop a database structure for the upcoming APR to ensure funds being tracked, along with ensuring changes in the negotiation process from NCGA are tracked in a database. ● Create data entry forms for ARP to ensure data integrity, compliance, and governance. ● Revise an enhanced process to ensure non-governmental entities are not on the Suspension of Funding or debarment list. ● Develop, set up, and test a system to process documentations for non-entitlement municipalities along with working side by side with the Office of State Controller. ● Coordinate the procurement process for a new grant management software. ● NCPRO Grant Management System User Acceptance Testing (UAT) Findings and fixes ● NCPRO Grant Management System small groups (with Grant Manager) testing ● US Treasury Coronavirus Relief Fund cycle 6 quarterly report

	<ul style="list-style-type: none"> • Technical supports and solutions for CRF closeout process, Daily Script process to copy files from ShareFile to SharePoint, Smartsheet management and support, etc. • Technical support to other NCPRO Teams
Contracting	<ul style="list-style-type: none"> • Develop contracts for GEER and ERA recipients • Develop new contracting processes for current amended Coronavirus Relief Funds (CRF) and upcoming American Rescue Plan (ARP.) • Outline strategies for contracts and memorandums of understanding to process program funds (ERA, GEER, CRF, ARP) at NCPRO. • Provide contracting training and assistance to recipients under several funding programs. • Process modified allotments from the NC General Assembly, creating amended contracts and memorandums of understanding. • Process pre-contracting documentations for non-entitlement municipalities under the American Rescue Plan. • Verify non-entitlement municipalities' data and accounts by linking to the SAM.GOV database. • Develop, set up, and test a system to contracting process documentations for non-entitlement municipalities along with working side by side with the Office of State Controller. • Reviewed documents for CRF closeout process. • Provided pre-contracting guidance and technical assistance via phone and email to recipients under several funding programs. • Processed non-entitlement municipalities contracts and GEER agreements. • Continued joining meetings and reviewing reports for SAP processes. • Monitored ShareFile for manual downloads for supporting documents. • Assisted with CRF / SEFA close out or compiling final C-2 (reports). • Processed non-entitlement municipalities awards/contracts, and ERA agreements. • Processed 1 non-entitlement municipality award/contract, GEER Awards and ERA agreements.
Accounting	<ul style="list-style-type: none"> • Maintain accurate and thorough accounting of all CRF, GEER and ERA funds • Process reimbursement requests based upon review of reporting documentation. Liaise with OSBM and OSC to initiate payments to recipients. • Review the supporting documents submitted by CRF recipients to ensure funds are expended according to the legislative intent and goals. • Create monthly reconciliations to ensure the tracking of funds for several programs. • Compile disbursements and expenditures data for State and US Treasury reports. • Created monthly reconciliation for May to ensure the tracking of funds for CRF and GEER. • Processed GEER reimbursements for recipients.

- Met with CRF recipients to provide technical guidance on CRF reimbursements, requests and reporting.
- Reviewed 279 contracts and processed payments for non-entitlement municipalities under the American Rescue Plan in the amount of \$212,597,973.14.
- Processed payments to 2 Emergency Rental Assistance Funds (ERA) recipients in the amount of \$162,151,841.30.
- For the month of August, reviewed 218 contracts and processed advance payments for non-entitlement municipalities (NEU) under the American Rescue Plan (ARP) in the amount of \$126,998,269.34
- Processed Governor's Emergency Education Relief Funds (GEER) reimbursements for 6 recipients in the amount of \$3,194,264.35.
- Continued holding meetings with recipients for new GEER II awards to inform entities about accounting and reporting requirements.
- Created monthly bank reconciliations for July for CRF, ARP, ERA and GEER Funds.
- Accounting staff helped Audit team to review and aggregate C-2 forms for CRF close-out and SEFA reporting purposes.
- Accounting team assisted Contracting team as they were needed for NEU vendor setup and electronic payment setups, and communications with NEUs.
- Reviewed documents and processed payments to 3 Emergency Rental Assistance Funds (ERA) recipients in the amount of \$86,227,896.21.
- Reviewed 22 contracts and processed advance payments for non-entitlement municipalities (NEU) under the American Rescue Plan (ARP) in the amount of \$2,922,430.36.
- Processed Governor's Emergency Education Relief Funds (GEER) reimbursements for 6 awards in the amount of \$6,310,966.38.
- Created monthly bank reconciliations for July for CRF, ARP, ERA and GEER Funds.
- Prepared GEER FY 21 invoice for NCPRO administrative costs.
- Reviewed the documents and processed a payment for an Emergency Rental Assistance Funds (ERA) recipient in the amount of \$2,279,009.15.
- Reviewed 2 contracts and processed advance payments for non-entitlement municipalities (NEU) under the American Rescue Plan (ARP) in the amount of \$ \$120,273.09
- Processed payments for GEER I (Governor's Emergency Education Relief Funds) funds for 7 awards in the amount of \$3,529,357.74 and for GEER II funds for 3 awards in the amount of \$375,970.02.
- Held two meetings with Department of Commerce and Communities in School NC for new GEER II awards to inform entities about accounting and reporting requirements.
- Accounting team prepared Beneficiary Data for state agencies per Audit's request.
- Created monthly bank reconciliations for September for CRF, ARP, ERA and GEER Funds.

<p>Auditing</p>	<ul style="list-style-type: none"> • Compliance Monitoring of CRF, GEER, and Emergency Rental Assistance recipients to ensure compliance with applicable federal and state regulations related to funding programs, including Uniform Guidance and the Cash Management Improvement Act. • Compile and analyze the data that has been collected by audits. • Continue with audits of CRF program and begin audits of GEER and ERA programs. • Update statewide compliance supplements to cover CRF, GEER and ERA programs • Liaise with federal and state entities conducting audits of CRF, GEER and ERA programs. • The Preliminary Financial Audit report and the Single Audit Compliance report conducted by the State Auditor had no findings. • The Preliminary Financial Audit tracked the disbursement of funds to 490 recipients in accordance with federal and state law. • The Single Audit Compliance tracks compliance with federal requirements and NCPRO had no noncompliant issues found by the State Auditor. • Conducting and completing audits listed on the NCPRO Audit plan. • Completed three (3) audit reports during the month of May. • Completed seven (7) audits during the month of June. • Assisted with the Schedule of Expenditures of Federal Awards. • Developing tools and templates to audit ARPA, GEER, EANS, and HAF funding. • Completed two (2) audits during the month of August. • Completed FY21 Annual Audit plan.
<p>Communications</p>	<ul style="list-style-type: none"> • Communicate outcomes with Governor’s Office, General Assembly, NC Congressional delegation, state agencies and other key stakeholders about the recovery efforts. • Continue to provide data and information to public, media and interested parties about North Carolina’s use of federal COVID-19 relief funds (CRF, ERA and GEER) • Continue to highlight stories of North Carolina’s use of federal COVID-19 relief funds through external publications. • Built 26 new website pages to address public inquiries about the American Rescue Plan funding. • Compiled a list of 26 CRF success stories to highlight on the NCPRO website. • Respond to public records request from media. • Coordinate weekly and bi-weekly local pandemic recovery stakeholder group meetings with 14 partners. • Coordinated and implemented communications outreach for the ARPA webinars for local governments.

	<ul style="list-style-type: none"> • Distributed press release regarding American Rescue Plan Act Local Fiscal Recovery Funds disbursements from NCPRO to Non-Entitlement Units. • Planned and conducted a training session utilizing StrengthsFinder to identify individual and team strengths and how to apply those to NCPRO’s work. • Assisted Audit team to review and aggregate C-2 forms for CRF close-out and SEFA reporting purposes. • Updated NCPRO’s Operating Procedures Manual. • Met with SAP team to discuss and review the process for Public Records Requests and how to integrate Communication’s needs for this information into the SAP database system. • Created and drafted a new Infographics Gallery website page. • Coordinated “book club” reading and discussions of <i>Decoding Grant Management</i> to further develop NCPRO staff’s knowledge of grants management and 2 CRF 200 rules and regulations. • Infographics Gallery website page was published for live viewing for federal fund recipients.
<p>Strategy and Data Analytics</p>	<ul style="list-style-type: none"> • Work with GDAC and SAS to create an online data dashboard to track the NC Economy and its recovery efforts. • Continue to track all federal relief funds (to date over \$81.5 billion) provided to North Carolina and analyze the impact as well as identify any remaining gaps in recovery. • Work with stakeholders to understand needs of North Carolina’s people, communities, and businesses to recover from the COVID-19 pandemic. • Develop a strategic recovery plan that will identify key policies, programs and funding needed for North Carolina to recover from the pandemic and emerge stronger than it was in January 2020. • Collecting and compiling a comprehensive list of funding that have been provided to local entities including funds to governments, hospitals, businesses, and directly to individuals. • Analyzed data to understand and track the effects of the pandemic. • Reviewed policy recommendations and best practices from North Carolina and across the US for responding to the pandemic. • Publish the monthly economic update that tracks North Carolina’s progress in recovery. • Develop performance measures for GEER and ERA programs. • Finalized GEER 1 and 2 allocations and worked with North Carolina's educational institutions to provide the resources and services needed to assist students in their education pathways. • Conduct analysis, prepare recommendations, and help Governor’s office finalize the Governor’s Emergency Education Relief (GEER) fund allocations

- Develop GEER 1 and GEER 2 subaward documentation for new grants announced by the Governor
- Engage with and provide technical assistance to North Carolina's educational institutions and related stakeholder to further assist students in their education pathways through GEER-funded programs
- Develop, collect, and review performance measures from GEER recipients
- Worked with NC Office of Recovery and Resiliency (NCORR) on the start-up and implementation of the Emergency Rental Assistance program.
- Meet with US Treasury officials to discuss implementation of the state's ERA program.
- Develop, collect, and review performance measures from NCORR.
- Submit monthly and quarterly ERA activities to the US Treasury for the state's ERA program.
- Meet with direct ERA entitlement community staff and a representative of direct tribal entitlements to maintain collaborative working relationship in the provision of ERA across the state.
- Develop funding agreements with entitlement communities to provide additional funds for local ERA program.
- Worked with NC Housing Finance Agency (NCHFA) on the start-up of the Homeowners Assistance program.
- Conducted stakeholder outreach and drafted budget recommendations for the Governor's American Rescue Plan Act budget.
- Reviewed federal relief funds to identify gaps in recovery efforts.
- Reviewed and analyzed the programs and funding in the American Rescue Plan Act of 2021.
- Submit regular reports on GEER I and GEER II subawards to U.S. Department of Education.
- Work with the NC Department of Public Instruction (NCDPI) on the set-up of the Emergency Assistance for Non-public Schools (EANS) program.
- Engage with U.S. Department of Education officials on matters related to the GEER I, GEER II, EANS I, and EANS II programs.
- Collecting and processing data to develop a pandemic recovery tracker.
- Analyzing the impact of the pandemic on business establishments.
- Developing performance plans on the intended use of ARPA funds for submission to U.S. Treasury.
- Conduct end-of-fiscal year review of existing GEER subawards.
- Review and authorize funding requests from NCORR for the ERA program.
- Maintain collaborative working relationships with direct ERA entitlement community staff and direct tribal entitlements implementing the ERA program across the state.
- Monitor national ERA advocacy group activities to stay abreast of national challenges and trends with ERA program implementation.

	<ul style="list-style-type: none"> • Develop, set up, and test a system to contracting process documentations for non-entitlement municipalities along with working side by side with the Office of State Controller. • Coordinate the procurement process for a new grant management software. • Coordinate and revise business operations' processes to align with the new grant management software system. • Implement processes and approval levels for several fund programs. • Coordinate discussions with the NCDIT to host data to help NCPRO monitor fund programs. • Gather business processes and data needs to reporting compliance. • Coordinated and executed Grant Management System user testing and feedback. • Provided technical supports and solutions for CRF closeout processes. • Prepare to administer Economic Development Administration (EDA) ARPA statewide planning grant.
<p>General Counsel</p>	<ul style="list-style-type: none"> • Review of new U.S. Treasury regulation and supplemental guidance for ARPA Coronavirus State and Local Fiscal Recovery Funds. • Work with implementation team on NCPRO requirements and process for Non-Entitlement Units of government (NEUs) receiving Local Fiscal Recovery Funds • Work with external local pandemic recovery stakeholder group on collaboration and guidance for counties, metropolitan cities and NEUs on programming to promote strategic regional planning for use of funds. • Began grant management system procurement and held requirements gathering sessions. • Evaluated expedited procurement options with DIT for new commercial system option. • Compared commercial product demonstrations and pathway with configuring existing NCDOT federal grants management system, had DOT demonstrate its system. • Chose configuring existing state system (advantages explored included needed workflow and analytics included, existing state financial integration, cyber security standards already met, and hosted solution with disaster recovery provided) and began developing statement of work and project charter. • Provided a legal review of Homeowners' Assistance Fund MOU with NCHFA and met with NCHFA to finalize. • Review GEER and ESSER funding documentation • Ongoing review of new U.S. Treasury regulation and supplemental guidance for ARPA funds. • Miscellaneous legal issue and document review.

	<ul style="list-style-type: none">• Convene meetings adding NC Bar Association to Equal Access to Justice Commission and NCORR on Eviction Diversion• Development and MOU meetings with DIT/DOT for Grant Management System• Review data security needs and documentation with GDAC and with DOC to support data analytics• Prepare state response to USGAO survey on NEU funding process and status• Finalize and submit public comment to US Treasury on Coronavirus State and Federal Fiscal Recovery Funds to Interim Final Rule• Participate in planning for and meeting with CSLFRF stakeholder group.• Work on responses to public records requests.• Review NCORR funding documentation.• Ongoing review of new US Treasury regulation and supplemental guidance for ARPA funds.• Additional meetings with NC Bar Association and NCORR on Eviction Diversion• Development and requirements meetings with DIT/DOT for Grant Management System• Discussions of CDC eviction moratorium extension and impacts• EDA planning grant discussions• Recruiting/selection for NCPRO Chief Financial Officer• Convene interagency discussion of grant documentation• Review request for additional US Treasury extension for NEU allocation process.• Participate in and help lead office wide training on 2 CFR 200 Uniform Guidance• Discussion with Strategic Initiative team on improving statewide grantmaking process• Meeting with agency counsel and administrators on documenting federal awards and subawards• Complete cybersecurity threshold privacy analysis for system• Review NCORR funding documentation• Review evictions filing data from AOC• Review questioned cost finding and next steps• Engage with US Treasury on forms for NEUs to decline funding• Initiate procurement for external consultant to improve federal award management• Draft scope of work for procurement and consult with DOA to contact state contract vendors• Review and approve annual internal audit plan for FY22• Review interagency data sharing agreement• Development meetings with DIT/DOT for Grant Management System
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	<ul style="list-style-type: none">• Develop User Acceptance Testing process for Grant Management System• Participate in planning for and meeting with CSLFRF stakeholder group• Attend training on federal procurement• Review GEER subaward amendments• Work on beneficiary versus subrecipient classification for SEFA• Discuss FLSA standards for remote workforce, return to work guidance• Review submissions, evaluate, award to external consultant to improve federal award management• Request best and final offer to lower price and accelerate deliverables for Grants Management consultant• Evaluate Thompson grant library/resource subscription and execute• Review Economic Development Administration grant setup and monitoring
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