



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

January 31, 2022

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 *sgm*

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 regarding 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](mailto: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 more than 2,000 recipients of the funds provided by CRF.

In addition to CRF, NCPRO is responsible for the 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 the 525 municipalities that 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 U.S. 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 the 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 the 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 30<sup>th</sup> and July 1<sup>st</sup> with more than 1000 attendees — in collaboration with the Local Pandemic Recovery Stakeholder Group — to provide guidance to local governments regarding the use of ARPA funds. NCPRO also participated on several panel discussions with the UNC School of Government (SOG) “Basics of ARPA” course for local governments during the month of October. NCPRO is partnering with the SOG to host a “Basics of ARPA” course for state agencies in February 2022.

### **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 (i.e., employees who have been temporarily reassigned from state agencies). Because the office was established 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 – December 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	23	168,626.56	883,422.23 <sup>1</sup>	1,052,048.79
May 2021	25	175,851.73	6,155.37	182,007.10
June 2021	29	278,819.41	3,225.22	282,044.63
July 2021	29	200,350.51	27,965.34	228,315.85
August 2021	32	218,647.84	37,655.50	256,303.34
September 2021	32	268,239.75	84,126.80	352,366.55
October 2021	31	269,178.59	13,003.93	282,182.52
November 2021	32	284,207.97	59,379.55	343,587.52
December 2021	34	248,388.44	45,578.92	293,967.36

**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	Time-limited Time-limited	CRF	\$8,591.07

		65031201	Time-limited		
<b>June 2020</b>	9	65031279 65031327 65031328 65031332 65031375 65031400 65031500 1383460 1667049	Time-limited Time-limited Time-limited Time-limited Time-limited Time-limited Time-limited Contract Contract	CRF	67,352.03
<b>July 2020</b>	3	65031553 65031576 2275732	Time-limited Time-limited Temporary (7/1/2020 – 6/1/2021)	CRF	119,815.90
<b>August 2020</b>	0				130,740.75
<b>September 2020</b>	0				136,148.22
<b>October 2020</b>	0				136,485.55
<b>November 2020</b>	1	1155703	Temporary (11/4/2020 through 4/30/2021)	CRF	126,366.83
<b>December 2020</b>	0				178,025.30
<b>January 2021</b>	2	65032485 00627194	Time-limited Temporary (1/26/2021 – 12/10/2021)	CRF	149,403.42
<b>February 2021</b>	0				155,859.82
<b>March 2021</b>	1	825243	Temporary (3/22/2021 – 12/10/2021)	CRF	141,641.95
<b>April 2021</b>	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

<b>May 2021</b>	2	65032594 65009917	Time-limited Temporary (5/17/2021 – 12/10/2021)	CRF	175,851.73
<b>June 2021</b>	4	963300 2122768 20686861 2314325	Time-limited Time-limited Temporary Temporary	CRF	278,819.41 <sup>2</sup>
<b>July 2021</b>	2	60080066 60080107	Temporary Temporary	CRF	200,350.51
<b>August 2021</b>	3	1320441 863585 1521242	Temporary Time-limited Time-limited	CRF	218,647.84
<b>September 2021</b>	0				268,239.75
<b>October 2021</b>	0				269,178.59
<b>November 2021</b>	2	65034018 65034040	Time-limited Time-limited	CRF	284,207.97
<b>December 2021</b>	3	65034040 2343928 65004275	Time-limited Temporary Temporary	CRF	248,388.44

### **Activities of NC Pandemic Recovery Office During the 2020 Calendar Year**

During the 2020 calendar year, 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 U.S. 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
<p><b>Guidance, budgeting, and reporting</b></p>	<ul style="list-style-type: none"> <li>• Monitored U.S. 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.</li> <li>• 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 the NCPRO website and which were continually modified as new guidance was issued by the U.S. Treasury.</li> <li>• Held more than 35 technical guidance sessions with more than 1,500 representatives of CRF and GEER recipients.</li> <li>• 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.</li> <li>• Submitted quarterly federal reports to U.S. Treasury which tracked more than 1,400 recipients and sub-recipients that received more than \$50,000 in CRF.</li> <li>• Prepared and submitted monthly and annual reports to the U.S. Department of Education for GEER program and SEFA report for GEER, ERA and CRF.</li> <li>• Worked with CRF recipients to outline eleven reallocations and submitted reports to Fiscal Research on reallocations and use of CRF as requested.</li> </ul>
<p><b>Business Operations, Contracting and Accounting</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Developed processes and maintained accurate and thorough accounting of all CRF and GEER funds.</li> <li>• 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.</li> <li>• Developed and built reporting systems to manage, track, and disburse \$3.6 billion in CRF, and \$222.7 million in GEER funds.</li> </ul>
<p><b>Auditing</b></p>	<ul style="list-style-type: none"> <li>• Developed the NCPRO Audit program and performed a risk assessment to develop the audit plan for CRF and GEER.</li> </ul>

	<ul style="list-style-type: none"> <li>• Completed ongoing compliance monitoring of CRF and GEER recipients to ensure compliance.</li> <li>• Began multiple audits of CRF program.</li> <li>• Developed statewide compliance documents for CRF and GEER audits.</li> <li>• Liaised with state and federal auditors as they conducted initial audits of the GEER and CRF programs.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Built NCPRO website and initiated social media accounts to communicate with CRF and GEER recipients.</li> <li>• Communicated CRF outcomes with the Governor’s Office, General Assembly, NC Congressional delegation, state agencies, and other key stakeholders about the recovery efforts.</li> <li>• 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).</li> </ul>
<b>Strategy and Data Analytics</b>	<ul style="list-style-type: none"> <li>• Worked with DIT’s Government Data Analytics Center and SAS to create an online data dashboard to track relief funds received by NC 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.</li> <li>• Began analysis to track all federal relief funds (more than \$41 billion to date) provided to North Carolina and to analyze the impact, as well as identify any remaining gaps in recovery.</li> <li>• Held 40+ listening sessions with more than 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.</li> <li>• Engaged a 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.</li> </ul>

**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
<p><b>Guidance, budgeting, and reporting</b></p>	<ul style="list-style-type: none"> <li>• Monitored U.S. Treasury requirements and provided guidance and technical assistance to CRF recipients through the close-out of funds.</li> <li>• Monitored U.S. Treasury and U.S. Education requirements, and provided training sessions, guidance, and technical assistance to GEER and ERA recipients.</li> <li>• Completed ongoing federal and state reporting requirements for CRF, GEER, and ERA programs.</li> <li>• Met with local leaders and advocacy groups — such as the NC Association of County Commissioners (NCACC) and the NC League of Municipalities (NCLM) — to discuss the American Rescue Plan and its funding impact for local governments.</li> <li>• Worked with OSBM analysts to summarize the provisions of the American Rescue Plan and its North Carolina impact; worked with OSBM to begin implementing the provisions of HB 196/SL 2021-3.</li> <li>• Continued to provide technical assistance and guidance on allowable uses of funds for CRF.</li> <li>• Developed policy memos and ARPA updates to share with NCLM and NCACC.</li> <li>• Continued to track CRF, review submitted reports, and follow up with recipients.</li> <li>• 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.</li> <li>• Compiled and confirmed a list of all recipients who have expended all of their funds, and contacted those recipients to notify them that their reporting responsibilities for CRF were concluded.</li> <li>• Developed guidance on contracts and memoranda of understanding for ARPA recipients.</li> <li>• Developed written guidance for the non-entitlement local communities that are receiving funds from the American Rescue Plan/Coronavirus State and Local Fiscal Relief Funds (CSLFR).</li> <li>• Worked with NCPRO’s accounting team to develop and confirm a list of recipients who have expended all their funds and contacted those recipients to notify them that their reporting responsibilities for CRF were concluded.</li> <li>• Provided a training and Q&amp;A session with NCLM for more than 800 registered attendees.</li> <li>• Developed and posted brief training videos and informational graphics for SLFRF recipients.</li> </ul>

- Sent letters to county governments that 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 close-out tracking system for CRF and compiled documents for reports on the use of CRF.
- Worked with 216 municipalities to help them receive the ARPA funding to which they are entitled, as well as provided 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.
- Gave presentations and technical assistance workshops to groups, including:
  - 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
  - Presentation to the Triad Council of Government
  - Utilities-related presentation with NCLM
  - 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.
- Held meetings with state agencies and stakeholders about SFRF and LFRF.

	<ul style="list-style-type: none"> <li>• Began to plan information sessions and trainings for January 2022 for recipients of SFRF through the budget.</li> <li>• The Homeownership Assistance Fund Program (HAF) Plan was approved by US Treasury last month, thus coordination/communication increased with the NC Housing Finance Agency – the program administrator.</li> <li>• Prepared monthly Treasury reports for the Emergency Rental Assistance Program; provided ongoing technical assistance to entitlement communities receiving Emergency Rental Assistance funding.</li> <li>• Began meeting with recipients of American Rescue Plan Act (ARPA) dollars interested in using funds for affordable housing projects.</li> <li>• Provided guidance and technical assistance via phone, and email to recipients under several funding programs.</li> <li>• Met with ARPA recipient leadership to coach recipients on template development, which is used for federal reporting requirements.</li> <li>• Set up grant agreements and disbursement processes in NCPRO’s new grant management system.</li> <li>• Presented State and Local Fiscal Relief Funds (SLFRF) water and sewer infrastructure investment opportunities to the Tar Pamlico Association.</li> <li>• Worked with US Treasury to verify the Capital Projects Fund application so that NC is now able to submit for Grant Plan for approval.</li> <li>• Assisted with Economic Development Administration (EDA) approved the state's application for to support tourism. The grant agreement was executed and submitted to EDA on December 16th.</li> <li>• Presented at the Triangle J and Piedmont Triad Council of Government information sessions for local governments.</li> <li>• Began work on presentations for statewide and southeastern US regional presentations related to the tourism and outdoor recreation economy.</li> </ul>
<p><b>Data Management</b></p>	<ul style="list-style-type: none"> <li>• Optimized reporting systems to minimize burden on recipients and improve data collection.</li> <li>• 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.)</li> <li>• Evaluated the procurement of additional funds management software to address American Rescue Plan Funding.</li> <li>• Designed and developed 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.</li> <li>• Created data entry forms for ARP to ensure data integrity, compliance, and governance.</li> <li>• Revised an enhanced process to ensure non-governmental entities are not on the Suspension of Funding or debarment list.</li> </ul>

	<ul style="list-style-type: none"> <li>• Developed, set up, and tested a system to process documentation for non-entitlement municipalities, while working in partnership with the Office of State Controller.</li> <li>• Coordinated the procurement process for new grant management software.</li> <li>• Conducted NCPRO Grant Management System User Acceptance Testing (UAT) Findings and fixes.</li> <li>• Conducted NCPRO Grant Management System small group (with Grant Manager) testing.</li> <li>• Produced the U.S. Treasury Coronavirus Relief Fund Cycle 6 Quarterly Report.</li> <li>• Implemented technical supports and solutions for the CRF closeout process, the Daily Script process to copy files from ShareFile to SharePoint, Smartsheet management and support, etc.</li> <li>• Provided technical support to other NCPRO Teams.</li> <li>• Conducted multiple small and large group meetings to finish NCPRO Grant Management System User Testing.</li> <li>• Worked on all the documents and forms required for the system to go-live. (The NCPRO Grant Management System Go-Live acceptance form was signed by NCPRO leadership on 11/17-18/2021.)</li> <li>• Collected and provided all the NCPRO Grant Management System internal users (about 30 users) with information to be registered into the SAP system.</li> <li>• Continued working on goals and tasks for fiscal year 2021-2022 work performance plan.</li> <li>• Launched NCPRO Grants Management System (NCPRO PANGRAM) in December 2021.</li> <li>• Published NPRO Grants Management System webpage and FAQs.</li> <li>• Transferred existing GEER agreements to NCPRO PANGRAM.</li> <li>• Explored and assessed ATLISSIAN JIRA cloud-based software subscription service and outlook plug-in for projects management/issues tracking to be used by Grants Management team.</li> </ul>
<b>Contracting</b>	<ul style="list-style-type: none"> <li>• Developed contracts for GEER and ERA recipients.</li> <li>• Developed new contracting processes for current amended Coronavirus Relief Funds (CRF) and upcoming American Rescue Plan (ARP.)</li> <li>• Outlined strategies for contracts and memorandums of understanding to process program funds (e.g., ERA, GEER, CRF, ARP) at NCPRO.</li> <li>• Provided contracting training and assistance to recipients under several funding programs.</li> <li>• Processed modified allotments from the NC General Assembly, creating amended contracts and memorandums of understanding.</li> <li>• Processed pre-contracting documentations for non-entitlement municipalities under the American Rescue Plan.</li> <li>• Verified non-entitlement municipalities' data and accounts by linking to the SAM.GOV database.</li> </ul>

	<ul style="list-style-type: none"> <li>• Developed, set up, and tested a system to contracting process documentations for non-entitlement municipalities while working in partnership with the Office of State Controller.</li> <li>• Reviewed documents for the CRF close-out process.</li> <li>• Provided pre-contracting guidance and technical assistance via phone and email to recipients under several funding programs.</li> <li>• Processed non-entitlement municipalities contracts and GEER agreements.</li> <li>• Continued participating in meetings and reviewing reports for SAP processes.</li> <li>• Monitored ShareFile for manual downloads for supporting documents.</li> <li>• Assisted with CRF / SEFA close-out or compiling final C-2 (reports).</li> <li>• Processed non-entitlement municipalities awards/contracts, and ERA agreements.</li> <li>• Processed one non-entitlement municipality award/contract, GEER Awards, and ERA agreements.</li> <li>• Held CRF Teams meetings with recipients, as needed.</li> <li>• Processed one ERA agreement.</li> <li>• Assisted with CRF close-out for hospitals, nonprofits, universities, and counties.</li> <li>• Provided extensive monitoring for all educational institutions, nonprofits and hospitals. Created detailed reports for universities.</li> <li>• Ensured that the non-profit NC Medical Society Foundation registered 141 beneficiaries in SAM.GOV.</li> <li>• Created memos and followed up with State agencies to return funds when they indicated they had such funds in response to the Oct 1 NCPRO memo to state agencies.</li> <li>• Amended the contract for the NC Health Care Facilities Association to support recent NC legislation.</li> <li>• Engage in three meetings with non-profit organizations, as well as provided technical assistance to state agencies and non-profits.</li> </ul>
<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Maintained accurate and thorough accounting of all CRF, GEER, and ERA funds.</li> <li>• Processed reimbursement requests based on review of reporting documentation. Liaised with OSBM and OSC to initiate payments to recipients.</li> <li>• Reviewed the supporting documents submitted by CRF recipients to ensure funds are expended according to the legislative intent and goals.</li> <li>• Created monthly reconciliations to ensure the tracking of funds for several programs.</li> <li>• Compiled disbursements and expenditures data for State and U.S. Treasury reports.</li> <li>• Created monthly reconciliation for May to ensure the tracking of funds for CRF and GEER.</li> <li>• Processed GEER reimbursements for recipients.</li> </ul>

- 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 two 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 six 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 team assisted Audit team in reviewing and aggregating 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 three (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 six 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 one (1) Emergency Rental Assistance Funds (ERA) recipient in the amount of \$2,279,009.15.
- Reviewed two 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 seven awards in the amount of \$3,529,357.74, and for GEER II funds for three 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.
- Prepared Beneficiary Data for state agencies per Audit's request.
- Created monthly bank reconciliations for September, October, and November 2021 for CRF, ARP, ERA and GEER Funds.

	<ul style="list-style-type: none"> <li>• Completed the contract with NCORR for Emergency Rental Assistance Funds -II (ERA-II) and processed the advance payment for \$93,029,525.26.</li> <li>• Reviewed the documents and processed three payments for ERA-I recipients in the amount of \$33,422,600.61.</li> <li>• Processed payments for GEER I (Governor’s Emergency Education Relief Funds) funds for seven (7) awards in the amount of \$4,458,136.96 and for GEER II funds for two (2) awards in the amount of \$225,925.96.</li> <li>• Trained team members for ERA and GEER payments and bank reconciliation processes.</li> <li>• Processed a payment for \$100,000,000.00 to NCORR for Emergency Rental Assistance Funds-II (ERA-II)</li> <li>• Reviewed the documents and processed a payment to New Hanover County for ERA-I program in the amount of \$2,151,841.30.</li> <li>• Processed payments for GEER I (Governor’s Emergency Education Relief Funds) funds for five (5) awards in the amount of \$2,166,750.26.</li> <li>• Reviewed and processed payments for GEER II funds for four (4) awards in the amount of \$1,327,248.37.</li> <li>• Participated in regular meetings and report reviews for SAP system implementation.</li> <li>• Worked regularly with OSBM Finance team and CRF recipients to ensure that CRF refunds were recorded properly.</li> </ul>
<p><b>Auditing</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Compiled and analyzed the data that has been collected by audits.</li> <li>• Continued with audits of CRF program and began audits of GEER, and ERA programs.</li> <li>• Updated statewide compliance supplements to cover CRF, GEER, and ERA programs.</li> <li>• Liaised with federal and state entities conducting audits of CRF, GEER, and ERA programs. <ul style="list-style-type: none"> <li>• The Preliminary Financial Audit report, and the Single Audit Compliance report, conducted by the State Auditor had no findings.</li> <li>• The Preliminary Financial Audit report tracked the disbursement of funds to 490 recipients, in accordance with federal and state law.</li> <li>• The Single Audit Compliance report tracked compliance with federal requirements, and NCPRO had no noncompliant issues found by the State Auditor.</li> </ul> </li> <li>• Conducted and completed audits listed on the NCPRO Audit plan.</li> <li>• Completed three audit reports during in May. Completed seven audits during the month of June. Completed two audits in August.</li> <li>• Completed the FY21 Annual Audit plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assisted with the Schedule of Expenditures of Federal Awards.</li> <li>• Developed tools and templates to audit ARPA, GEER, EANS, and HAF funding.</li> </ul>
<p><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• Communicated outcomes with the Governor’s Office, General Assembly, NC Congressional delegation, state agencies, and other key stakeholders regarding recovery efforts.</li> <li>• Continued to provide data and information to the public, media and interested parties about North Carolina’s use of federal COVID-19 relief funds (i.e., CRF, ERA and GEER).</li> <li>• Continued to highlight stories of North Carolina’s use of federal COVID-19 relief funds through external publications.</li> <li>• Built 26 new website pages to address public inquiries about the American Rescue Plan funding.</li> <li>• Compiled a list of 26 CRF success stories to highlight on the NCPRO website.</li> <li>• Responded to public records requests from the media.</li> <li>• Coordinated weekly and bi-weekly local pandemic recovery stakeholder group meetings with 14 partner organizations.</li> <li>• Coordinated and implemented communications outreach for the ARPA webinars for local governments.</li> <li>• Distributed a press release regarding American Rescue Plan Act Local Fiscal Recovery Funds disbursements from NCPRO to Non-Entitlement Units.</li> <li>• Planned and conducted a training session utilizing StrengthsFinder to identify individual and team strengths and how to apply those to NCPRO’s work.</li> <li>• Assisted Audit team in reviewing and aggregating C-2 forms for CRF close-out and SEFA reporting purposes.</li> <li>• Updated NCPRO’s Operating Procedures Manual.</li> <li>• 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.</li> <li>• Created and drafted a new Infographics Gallery website page. The Infographics Gallery website page was published for live viewing for federal fund recipients.</li> <li>• Coordinated reading assignments 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.</li> <li>• Began moving NCPRO’s website to independent site for easier navigation for users (including subrecipients, stakeholders and public)</li> <li>• Worked with NCDIT to create a standalone website for NCPRO, completed extended Drupal training, developed extensive new resources (pages, graphics) for the new website, performed a thorough content and</li> </ul>



	<p>technical review of the entire website for timeliness and accuracy, and launched the new website with extensive messaging using all Communications platforms for distribution and outreach.</p> <ul style="list-style-type: none"> <li>• Assisted in creating current contact stakeholder lists for future outreach, as well as ensuring that accurate documentation was kept for all inter-agency SFRF meetings.</li> <li>• Onboarded a new Communications staff member.</li> </ul>
<p><b>Policy and Strategic Planning and Data Analytics</b></p>	<ul style="list-style-type: none"> <li>• Worked with GDAC and SAS to create an online data dashboard to track the NC economy and its recovery efforts.</li> <li>• Continued to track all federal relief funds (more than \$81.5 billion to date) provided to North Carolina, analyzed the impact, as well as identified any remaining gaps in recovery.</li> <li>• Worked with stakeholders to understand needs of North Carolina’s people, communities, and businesses to recover from the COVID-19 pandemic.</li> <li>• Developed a strategic recovery plan to identify key policies, programs, and funding needed for North Carolina to recover from the pandemic and emerge stronger than it was in January 2020.</li> <li>• Collected and compiled a comprehensive list of funding that has been provided to local entities, including funds to governments, hospitals, businesses, and directly to individuals.</li> <li>• Analyzed data to understand and track the effects of the pandemic.</li> <li>• Reviewed policy recommendations and best practices from North Carolina and across the U.S. for responding to the pandemic.</li> <li>• Published the monthly economic update that tracks North Carolina’s progress in recovery.</li> <li>• Developed performance measures for GEER and ERA programs.</li> <li>• Finalized GEER 1 and 2 allocations; engaged with and provided technical assistance to North Carolina’s educational institutions and related stakeholders to further assist students in their education pathways through GEER-funded programs.</li> <li>• Conducted analysis, prepared recommendations, and helped the Governor’s office finalize the Governor’s Emergency Education Relief (GEER) fund allocations.</li> <li>• Developed GEER 1 and GEER 2 sub-award documentation for new grants announced by the Governor.</li> <li>• Developed, collected, and reviewed performance measures from GEER recipients.</li> <li>• Worked with the NC Office of Recovery and Resiliency (NCORR) on the start-up and implementation of the Emergency Rental Assistance program.</li> <li>• Met with U.S. Treasury officials to discuss implementation of the State’s ERA program.</li> </ul>

- Developed, collected, and reviewed performance measures from NCORR.
- Submitted monthly and quarterly ERA activities to the U.S. Treasury for the State's ERA program.
- Met 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.
- Developed 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 sub-awards to the U.S. Department of Education.
- Worked with the NC Department of Public Instruction (NCDPI) on the set-up of the Emergency Assistance for Non-public Schools (EANS) program.
- Engaged with U.S. Department of Education officials on matters related to the GEER I, GEER II, EANS I, and EANS II programs.
- Collected and processed data to develop a pandemic recovery tracker.
- Analyzed the impact of the pandemic on business establishments.
- Developed performance plans on the intended use of ARPA funds for submission to the U.S. Treasury.
- Conducted an end-of-fiscal year review of existing GEER sub-awards.
- Reviewed and authorized funding requests from NCORR for the ERA program.
- Maintained collaborative working relationships with direct ERA entitlement community staff and direct tribal entitlements implementing the ERA program across the state.
- Monitored national ERA advocacy group activities to stay abreast of national challenges and trends with ERA program implementation.
- Developed, set up, and tested a system to contracting process documentations for non-entitlement municipalities while working side-by-side with the Office of State Controller.
- Coordinated the procurement process for new grant management software.
- Coordinated and revised business operations' processes to align with the new grant management software system.
- Implemented processes and approval levels for several fund programs.
- Coordinated discussions with NCDIT to host data to help NCPRO monitor fund programs.

	<ul style="list-style-type: none"> <li>• Gathered business processes and data needs for reporting compliance.</li> <li>• Coordinated and executed new grant management system (PANGRAM) user testing and feedback.</li> <li>• Provided technical support and solutions for CRF close-out processes.</li> <li>• Prepared to administer Economic Development Administration (EDA) ARPA statewide planning grant.</li> <li>• Submitted initial Recovery Plan to the U.S. Treasury in compliance with American Rescue Plan, State Fiscal Recovery Fund (SFRF) requirements.</li> <li>• Developed timeline for working with recipients of SFRF.</li> <li>• Reviewed U.S. Treasury reporting requirements for SFRF.</li> <li>• Developed and distributed a project planning template to collect required information for SFRF reporting and to assist SFRF recipients with planning.</li> <li>• Met with state agency leaders to discuss SFRF.</li> <li>• Compiled CRF expenditure information and submitted a report to the General Assembly.</li> <li>• Developed a template for and released selected regional profiles of federal COVID-19 aid for educational entities.</li> </ul>
<p><b>General Counsel</b></p>	<ul style="list-style-type: none"> <li>• Reviewed new U.S. Treasury regulation and supplemental guidance for ARPA Coronavirus State and Local Fiscal Recovery Funds.</li> <li>• Worked with implementation team on NCPRO requirements and processes for Non-Entitlement Units of government (NEUs) receiving Local Fiscal Recovery Funds.</li> <li>• Worked 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.</li> <li>• Coordinated the new grant management system procurement process and held requirements gathering sessions. <ul style="list-style-type: none"> <li>• Evaluated expedited procurement options with NCDIT for new commercial system option.</li> <li>• Participated in development and requirements meetings with NCDIT/NCDOT for new system.</li> <li>• Developed the User Acceptance Testing process for Grant Management System.</li> <li>• Compared commercial product demonstrations and pathway with configuring existing NCDOT federal grants management system; had NCDOT demonstrate its system.</li> <li>• 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.</li> </ul> </li> <li>• Provided a legal review of Homeowners' Assistance Fund MOU with NCHFA and met with NCHFA to finalize.</li> <li>• Reviewed GEER and ESSER funding documentation.</li> </ul>

	<ul style="list-style-type: none"><li>• Continued review of new U.S. Treasury regulation and supplemental guidance for ARPA funds.</li><li>• Continued review of miscellaneous legal issues and documents.</li><li>• Convened meetings, adding NC Bar Association to Equal Access to Justice Commission and NCORR on Eviction Diversion.</li><li>• Development and MOU meetings with DIT/DOT for the new grant management system.</li><li>• Reviewed data security needs and documentation with GDAC and with DOC to support data analytics.</li><li>• Prepared state response to USGAO survey on NEU funding process and status.</li><li>• Finalized and submitted public comment to the U.S. Treasury on Coronavirus State and Federal Fiscal Recovery Funds to Interim Final Rule.</li><li>• Participated in planning for and meeting with CSLFRF stakeholder group.</li><li>• Assisted in responding to public records requests.</li><li>• Reviewed NCORR funding documentation.</li><li>• Participated in additional meetings with NC Bar Association and NCORR on Eviction Diversion.</li><li>• Participated in discussions of CDC eviction moratorium extension and impacts.</li><li>• Participated in EDA planning grant discussions.</li><li>• Participated in recruiting/selection of NCPRO Chief Financial Officer.</li><li>• Convened an inter-agency discussion of grant documentation.</li><li>• Reviewed request for additional U.S. Treasury extension for NEU allocation process.</li><li>• Participated in and helped lead office-wide training on 2 CFR 200 Uniform Guidance.</li><li>• Participated in a discussion with the Strategic Initiative team regarding improving the statewide grantmaking process.</li><li>• Participated in a meeting with agency counsel and administrators on documenting federal awards and sub-awards.</li><li>• Completed cybersecurity threshold privacy analysis for system.</li><li>• Reviewed NCORR funding documentation.</li><li>• Reviewed evictions filing data from AOC.</li><li>• Reviewed the questioned cost-finding and next steps.</li><li>• Engaged with the U.S. Treasury on forms for NEUs to decline funding.</li><li>• Initiated procurement for an external consultant to improve federal award management.</li><li>• Drafted scope of work for procurement and consulted with DOA to contact state contract vendors.</li><li>• Reviewed and approved annual internal audit plan for FY22.</li><li>• Reviewed interagency data-sharing agreement.</li><li>• Participated in planning for and meeting with CSLFRF stakeholder group.</li></ul>
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|  | <ul style="list-style-type: none"><li>• Attended training on federal procurement.</li><li>• Reviewed GEER sub-award amendments.</li><li>• Worked on beneficiary versus sub-recipient classification for SEFA.</li><li>• Discussed FLSA standards for remote workforce, return to work guidance.</li><li>• Reviewed submissions, evaluated, and awarded an external consultant to improve federal award management.</li><li>• Requested best and final offer to lower price and accelerate deliverables for Grants Management consultant.</li><li>• Evaluated and executed Thompson grant library/resource subscription.</li><li>• Reviewed Economic Development Administration grant setup and monitoring.</li><li>• Participated in inter-agency discussion of Fiscal Recovery Funds and the budget.</li><li>• Participated in discussions with NCACC, NCLM and COGs re: FRF and the budget.</li><li>• Assisted in preparation for Gov Ops hearing; Participated in Gov Ops hearing meeting with DACS staff on appropriations and program planning.</li><li>• Met with DEQ staff on appropriations and program planning.</li><li>• Monitored meetings with NCORR regarding Rental Assistance program.</li><li>• Met with external consultants to improve federal award management<br/>Drafted the ARPA/SFRF Subaward Agreement for Non-State Entities.</li><li>• Completed required training in state Learning Management System.</li><li>• Completed required Continuing Legal Education courses as licensed attorney (SOG).</li></ul> |
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