



STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT



Employment First State for Individuals with Disabilities

ROY COOPER  
GOVERNOR

KRISTIN WALKER  
STATE BUDGET DIRECTOR

January 31, 2024

MEMORANDUM

TO: Senator Phil Berger, President Pro-Tempore of the Senate  
Representative Tim Moore, Speaker of the House of Representatives  
Brian Matteson, 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 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 seven additional COVID-19 recovery programs: (1) the Governors Emergency Education Relief (GEER) program, (2) Emergency Rental Assistance (ERA), (3) Homeowners Assistance Fund (HAF), (4) Economic Development Administration Tourism Grant Funds, (5) Economic Development Administration Strategy Funds, (6) Capital Projects Fund, and (7) American Rescue Plan Act State Fiscal Recovery Funds (SFRF). 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. 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 the first quarter of 2024, and federal audits of GEER funds will continue through the end of 2025.

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 the remaining \$352,692,103.50 of the \$705 million to distribute to

520 municipalities in accordance with U.S. Treasury rules and guidance after distributing \$342,638,945.92 of the LFRF to 521 of the 525 municipalities in 2021. In addition, NCPRO hosted webinars in collaboration with the Local Pandemic Recovery Stakeholder Group — to provide guidance to local governments regarding the use of ARPA funds. NCPRO also participated in several panel discussions with the UNC School of Government (SOG) “Basics of ARPA” course for local governments during the month of October 2021. NCPRO is partnering with the SOG to host learning communities to discuss the federal and state requirements since March 2022. We are also partnering with the NC League of Municipalities and the NC Regional Council of Governments to host four (4) ARP Expert Tours, located in Hickory, Greensboro, Rocky Mount, and Wallace NC, during the months September and October. We continue to host bi-weekly Interagency meetings for our state agencies and monthly meetings with the Local Pandemic Recovery Stakeholder Group to discuss federal and state requirements. We partnered with Management Concepts to host a two-day training for over sixty (60) state agency representatives, titled “Monitoring Federal Grants for Pass-Through Entities”. Lastly, during November 2022, NCPRO contracted with Deloitte Development, LLC to develop performance measures framework, create a technical assistance toolkit to support administering agencies, and develop dashboards to support the tracking of ARPA funding, project performance and outcomes.

### **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 federal 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 federal 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 in a hybrid remote and in-person environment in accordance with guidance from DHHS and OSHA.

Additional positions have been added as noted in table 1 as NCPRO has been tasked with administering additional federal funds, and auditing and federal reporting requirements have increased in frequency and volume.

**Table 1: Summary of NCPRO Staffing and Expenditures, March 2020 – December 2023**

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
January 2022	34	205,263.74	19,189.36	224,453.10
February 2022	34	266,488.26	5,256.36	271,744.62
March 2022	26	328,067.30	123,609.27 <sup>2</sup>	451,676.57
April 2022	26	265,747.09	49,606.16	315,353.25
May 2022	25	297,458.27	19,754.33	317,212.60
June 2022	25	262,144.44	50,765.82	312,910.26
July 2022	24	270,455.46	264,739.79 <sup>3</sup>	535,195.25
August 2022	25	298,179.31	30,837.46	329,016.77
September 2022	25	387,393.14	35,544.42	422,937.56
October 2022	25	297,989.67	46,975.25	344,964.92
November 2022	27	332,055.97	3,210.43	335,266.40

<sup>1</sup> McKinsey & Company was paid \$825,000 to conduct a comprehensive broadband analysis for the State of North Carolina.

<sup>2</sup> BerryDunn was paid \$100,746 to create a comprehensive administrative program design and organizational development plan to manage statewide ARPA funding.

<sup>3</sup> BerryDunn was paid \$258,189.00 to create a comprehensive administrative program design and organizational development plan to manage statewide ARPA funding.

Month	Total Number of Staff	Total Personnel Cost	Total Non-Personnel Cost	Total Cost by Month
December 2022	27	351,471.59	48,501.51	399,973.10
January 2023	27	309,850.13	688,329.33 <sup>4</sup>	998,179.46
February 2023	26	308,753.96	3,033.46	311,787.42
March 2023	26	357,123.34	130,175.80	487,299.14
April 2023	26	325,993.67	168,565.06	494,558.73
May 2023	26	307,389.38	73,845.90	381,235.28
June 2023	27	315,406.51	9,483.59	324,890.10
July 2023	27	361,238.23	8,590.90	369,829.13
August 2023	27	330,795.96	58,608.47	389,404.43
September 2023	27	365,458.01	63,076.34	428,534.35
October 2023	27	360,286.86	27,870.28	388,157.14
November 2023	27	313,438.69	37,195.66	350,634.35
December 2023	26	344,464.80	124,011.66	468,476.46

**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 1667049	Time-limited Time-limited Time-limited Time-limited Time-limited Time-limited Time-limited Contract Contract	CRF	67,352.03
July 2020	3	65031553 65031576 2275732	Time-limited Time-limited Temporary (7/1/2020 – 6/1/2021)	CRF	119,815.90

<sup>4</sup> Deloitte Consulting was paid \$678,212.00 to assist state agencies in developing performance measures for SFRF projects.

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
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
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
November 2021	2	65034018 65034040	Time-limited Time-limited	CRF	284,207.97
December 2021	3	65034040 2343928 65004275	Time-limited Temporary Temporary	CRF	248,388.44

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
January 2022	1	65031328	Time-limited	CRF	205,263.74
February 2022	0				146,265.36
March 2022	1	2296865	Time-limited	ARPA	167,613.26
April 2022	0				265,747.09
May 2022	1	65031575	Time-limited	ARPA	297,458.27
June 2022	2	65032485 1865673	Time-limited Temporary	ARPA	262,144.44
July 2022	2	02371183 01865673	Temporary	ARPA	270,455.46
August 2022	1	00787504	Time-limited	ARPA	298,179.31
September 2022	0				387,393.14
October 2022	0				297,989.67
November 2022	2	2230694 2375768	Time-limited	ARPA	332,055.97
December 2022	0				351,471.59
January 2023	0				309,850.13
February 2023	0				308,753.96
March 2023	0				357,123.34
April 2023	0				325,993.67
May 2023	0				307,389.38
June 2023	1	65034179	Time-limited	ARPA	315,406.51
July 2023	0				361,238.23
August 2023	0				330,795.96
September 2023	0				365,458.01
October 2023	0				360,286.86
November 2023	0				313,438.69
December 2023	0				344,464.80

**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.

**Activities of NC Pandemic Recovery Office During the 2021 Calendar Year**

During the 2021 calendar year, NCPRO was focused on learning the federal requirements of the American Rescue Plan Act (ARPA) and the funds that were provided to states and local governments for pandemic recovery – State Fiscal Recovery Funds, Local Fiscal Recovery Funds, additional Emergency Rental Assistance Funds, Homeowners Assistance Funds, Capital Projects Funds, Economic Development Administration Tourism and Strategy funds, and State Small Business Credit Initiative funds (managed by NC Department of Commerce). NCPRO improved grants management, reporting, and data management functions and processes to better manage these additional funds and to support local governments and state agency partners. Lastly, NCPRO worked to get state agencies and subrecipients to use the rest of their Coronavirus Relief Funds for the December 31, 2021, expenditure deadline. NCPRO also worked to distribute the first tranche of Local Fiscal Recovery Funds to the 525 local governments that US Treasury designated as Non-Entitlement Units of Government (NEUs). NCPRO and our partners – UNC School of Government, the Councils of Government, the NC League of Municipalities, and the NC Association of County Commissioners – provided extensive assistance and guidance to local governments so that they could receive and use these funds. NCPRO also completed reporting requirements for federal funds and worked to set up MOUs and grant agreements for the new funds the state received.

**Activities of NC Pandemic Recovery Office During the 2022 Calendar Year**

During the 2022 calendar year, NCPRO was focused on making sure that the State consistently applied the evolving federal reporting and compliance guidance for State Fiscal Recovery Funds (SFRF), Emergency Rental Assistance (ERA), Homeowners Assistance Funds (HAF), Capital Projects Funds (CPF) and EDA funds. NCPRO finalized our development of the PANGRAM software system used to manage the federal grants and monitored the grant subawards for all the federal funds that the office manages. NCPRO also disbursed the second tranche of Local Fiscal Recovery Funds totaling \$343,200,465.07 to the 520 local governments that accepted their funds and submitted the reports to US Treasury. The office also partnered with Deloitte to develop performance measures for all SFRF projects and worked with agencies and subrecipients to begin collecting those measures. NCPRO worked to close out Coronavirus Relief Funds (CRF) and respond to UST questions and final reporting. Lastly, NCPRO worked to share information on the use of all federal pandemic funding on our website and through media stories and reports.

**Current Activities of NC Pandemic Recovery Office During the 2023 Calendar Year**

Function		Activities
Grants Management	Grants Administration	<ul style="list-style-type: none"> <li>Continued to refine internal processes and tools for providing programmatic oversight and monitoring for state and non-state entities receiving SFRF dollars.</li> <li>Began review/refinement of internal process documents for all grant programs (CPF, EDA, ERA, GEER/EANS, HAF, and SFRF).</li> <li>Provided project-specific technical assistance for SFRF projects.</li> <li>Reviewed and approved monthly expense reports and disbursement/reimbursement requests submitted by SFRF, GEER, ERA and HFA recipients.</li> </ul>



Function		Activities
	<b>Grants Administration</b>	<ul style="list-style-type: none"> <li>• Continued regular meetings with state agencies and local stakeholder groups to facilitate consistent communication during the implementation of the SFRF Program.</li> <li>• Continued preparation and execution of award agreements with state and non-state entities for GEER and SFRF projects.</li> <li>• Continued to provide technical assistance and monitor the progress of agencies implementing the GEER/EANS, Homeowner Assistance Fund (HAF), and Emergency Rental Assistance (ERA-2) Programs.</li> <li>• Continued work with internal work groups, NCORR, and counties on close-out of the Emergency Rental Assistance (ERA-1) Program and completion of the Final ERA-1 Closeout Report.</li> <li>• Participated in a Measure Up workshop facilitated by Deloitte with the Department of Agriculture who is receiving SFRF funding as they define/refine their project performance measures.</li> <li>• Continued to provide documents requested by the Office of State Auditor conducting a single audit of the Emergency Rental Assistance Program.</li> <li>• Participated in Measure Up workshops facilitated by Deloitte state agencies receiving SFRF funding as they define/refine their project performance measures.</li> <li>• Provided information to internal auditors reviewing standard operating procedures.</li> <li>• Worked with Accounting and Database Teams to transition GEER/EANS Programs to PANGRAM.</li> <li>• Continued review/refinement of internal process documents and Standard Operating Procedures (SOPs) for all grant programs.</li> <li>• Reviewed and approved monthly expense reports for SFRF projects and disbursement/reimbursement requests submitted by SFRF, GEER, ERA and HAF recipients.</li> <li>• Provided SFRF recipients that participated in Deloitte performance measurement workshops with completed logic models and job aids to assist them with completing logic models for all projects in order to develop performance measures for their projects.</li> <li>• Met with representatives of private colleges and universities (SFRF beneficiaries) regarding an initial reporting survey to collect information regarding the impact of relief funding on their respective campuses.</li> <li>• Completed the transition of the GEER/EANS and ERA Programs to PANGRAM.</li> <li>• Continued to refine internal processes and tools for providing programmatic oversight and monitoring for state and non-state entities receiving SFRF dollars.</li> <li>• Completed review/refinement of internal process documents and Standard Operating Procedures (SOPs) for all grant programs.</li> <li>• Worked with internal work groups, NCORR, and counties to complete the Final Emergency Rental Assistance (ERA-1) Closeout Report.</li> <li>• Worked extensively with the Reporting and Data Team to develop the performance measures collection tool for SFRF recipients.</li> <li>• Provided information to internal auditors reviewing standard operating procedures.</li> <li>• Worked with NCORR and counties to complete the Q1 2023 Emergency Rental Assistance (ERA-2) Treasury Report.</li> <li>• Worked with NCHFA to complete the Q1 2023 Homeownership Assistance Fund (HAF) Report.</li> <li>• Worked extensively with the Reporting and Data Team to distribute and collect the KPI Data Collection Survey from state agency SFRF recipients.</li> <li>• Provided information to internal auditors reviewing standard operating procedures and SFRF projects.</li> </ul>

Function		Activities
	<b>Grants Administration</b>	<ul style="list-style-type: none"> <li>• Began entrance meetings with State Auditor office personnel regarding the GEER and ERA Programs.</li> <li>• Provided a comprehensive update on grant implementation status to internal team representatives.</li> <li>• Continued to work with SFRF recipients to encourage submission of outstanding KPI intake surveys.</li> <li>• Participated with the Policy/ Reporting/Strategy Team and Data Team in discussions with the US Digital Response Team working on developing the KPI Data Collection survey instrument.</li> <li>• Continued conversations with the Department of Education regarding the late liquidation of GEER-1 funds and began preparation for the end performance period of September 30, 2023 for GEER – 2 funding.</li> <li>• Began scheduling and facilitating KPI performance measure review session with grantees in conjunction with the Reporting Team.</li> <li>• Participated in meetings with and provided information to state auditor office personnel regarding the GEER, SFRF and ERA Programs.</li> <li>• Began preparation for NCAS-NCFS transition and worked with the Finance Team to schedule grantee payment request submissions prior to the planned NCAS shutdown at the end of September 2023.</li> <li>• Continued scheduling and facilitating KPI performance measure review sessions with grantees in conjunction with the Policy, Strategy, Reporting Team.</li> <li>• Continued responding to information requests from the internal auditors performing audits of SFRF and GEER projects.</li> <li>• Continued responding to information requests from the Office of the State Auditor regarding the GEER, SFRF and ERA Programs.</li> <li>• Continued preparation for the end of performance period of September 30, 2023 for GEER-II/EANS-I funding to ensure the obligation of all available project funding.</li> <li>• Participated in Grants Team portfolio review presentations for NCPRO Executive Team.</li> <li>• Worked with the Database and Finance Team to process grantee payment request “glitches” post NCAS-NCFS transition.</li> <li>• Held two-day subrecipient monitoring training session for state agency representatives.</li> <li>• Worked in collaboration with agency teams to develop draft internal process document for the KPI development/review process.</li> <li>• Assisted with data collection for the CRF Desk Review.</li> <li>• Completed annual and quarterly report for the Homeowner Assistance Fund (HAF) Program.</li> <li>• Responded to information requests from the internal auditors performing audits of SFRF projects.</li> <li>• Held two-day subrecipient monitoring training session for Department of Environmental Quality (DEQ) staff.</li> <li>• Began facilitating grant closeout process for GEER2 and EANS1 projects.</li> <li>• Completed the grant funds liquidation process for GEER2 and EANS1 projects.</li> <li>• Provided team representation at weekly PANGRAM office hours.</li> <li>• Began preparation for desk reviews of SFRF and GEER direct subrecipients.</li> <li>• Worked with an internal team to reconcile SFRF project data in legislative tracker with PANGRAM.</li> </ul>

Function		Activities
	<b>Data Management</b>	<ul style="list-style-type: none"> <li>• PANGRAM System management, maintenance, support and process optimization.</li> <li>• Oracle Enterprise Database data processing, automating importing and exporting data process in Oracle database.</li> <li>• Provide the statistics of projects, expenditure reports from Oracle database for data quality control and data analysis.</li> <li>• Provided 2022 Quarter 4 report data, SFRF payments data to other NCPRO teams.</li> <li>• Update the SFRF Master Reports data weekly.</li> <li>• Track and manage DOT SAP system ticket in Smartsheet, build a Smartsheet dashboard.</li> <li>• Collaborate with the Reporting team to prepare data for SFRF projects data dashboard.</li> <li>• Smartsheet management and technical support.</li> <li>• Updated a mapping application to show NC populous counties and 30 minutes driving zone from those counties.</li> <li>• Work with SAP Functional team to develop new features/functions in PANGRAM.</li> <li>• Participated in Deloitte MeasureUp workshops (Logic Model for Key Performance Indicators development).</li> <li>• Research and testing on SFRF Projects KPI data collection methods, Smartsheet “row-data-update” was chosen as the best solution.</li> <li>• Testing of data transfer automation between Oracle and Smartsheet by using Python.</li> <li>• Work with SAP Functional team to develop new features/functions Email automation in PANGRAM.</li> <li>• Migration of non SFRF programs from Smartsheet to PANGRAM.</li> <li>• Developing and testing on SFRF Projects KPI data collection survey in Smartsheet.</li> <li>• Track and Manage DOT SAP system ticket in Smartsheet, build a Smartsheet dashboard.</li> <li>• Providing SFRF Projects data to NCPRO reporting team for NC Legislature reporting, US Treasury reporting, external dashboards, and internal data dashboard.</li> <li>• Work with SAP Functional team to develop new features/functions such as email automation in PANGRAM.</li> <li>• Completed migration of non SFRF programs from Smartsheet into PANGRAM.</li> <li>• Conducting SFRF Projects KPI intake collection survey in Smartsheet.</li> <li>• Work with SAP Functional team to develop/test new features/functions.</li> <li>• Email automation in PANGRAM.</li> <li>• Create a general overview of KPI intake survey results tables and charts by using the Excel.</li> <li>• Working on DataTables web applications.</li> <li>• Toad for Oracle and PyCharm software installation and configuration.</li> <li>• Smartsheet management, testing of data transfer automation between Oracle and Smartsheet by using Python.</li> <li>• Work with SAP Functional team working with SAP to capture refunds/negative amounts in PANGRAM that have been returned.</li> <li>• Helping other NCPRO teams for reporting and data processing needs.</li> <li>• Developing training videos for Python and Excel learning.</li> <li>• PANGRAM automated email notification, return payments without filling a form.</li> <li>• Troubleshoot, manage, and track DOT SAP system tickets in Smartsheet.</li> <li>• Started KPI data collection and continue to improve the data collection tool in Smartsheet.</li> <li>• Assisted with CRF desk review items.</li> </ul>

Function		Activities
	<b>Data Management</b>	<ul style="list-style-type: none"> <li>• PANGRAM preparation for NCFS transition.</li> <li>• Began weekly PANGRAM office hours.</li> <li>• Provided SFRF Program 2023 Q3 data update for US Treasury Reporting.</li> <li>• SFRF Categorical Expenses and Obligations report.</li> <li>• Worked with Communications to produce an Introduction to PANGRAM Training Video.</li> <li>• Negative Payment Requests (returns) and added 4 more columns (checking date, etc.) in payment search result in PANGRAM.</li> <li>• Worked with reporting team to create a feature in Excel to auto-compare the obligations and total expenses of subrecipient awards.</li> <li>• Created and updated documents: Expense Report Checklist, SFRF Processes, Introduction to PANGRAM.</li> </ul>
<b>Policy, Strategy &amp; Reporting</b>	<b>Policy &amp; Strategy</b>	<ul style="list-style-type: none"> <li>• Published monthly economic update (recurring).</li> <li>• Conducted another month of data collection and analysis for the NC Community Engagement Survey (recurring).</li> <li>• Updated existing economic indicators dashboard.</li> <li>• Kicked off student research projects with UNC Chapel Hill and Duke University.</li> <li>• Supported series of workshops with SFRF recipients to develop performance measures.</li> <li>• Monitored legislative activities for potential impacts on NCPRO-managed funds.</li> <li>• Continued facilitating student research projects at UNC and Duke.</li> <li>• Launched collaborations with the communications team to establish NCPRO research agenda.</li> <li>• Expanded collaborations with ECU to include development of a resiliency/quality of life index.</li> <li>• Began conducting data gathering interviews agencies to support creation of resiliency index.</li> <li>• Developed and submitted student project proposal to NCSU Institute for Advanced Analytics.</li> <li>• Submitted EDA budget modification documentation.</li> <li>• Conducted literature review and resource log for NCPRO research agenda.</li> <li>• Continued collaborations with ECU on development of a resiliency/quality of life index.</li> <li>• Continued collaborations with ECU on development of a business survey.</li> <li>• Continued data gathering interviews agencies to support creation of resiliency index.</li> <li>• Continued collaborations with GDAC on creation of data dashboard related to NCs K-12 and higher education sectors through the pandemic.</li> <li>• Continued data gathering interviews with agencies to support creation of resiliency index.</li> <li>• Launched the NC Business Engagement Survey.</li> <li>• Supported analysis of SFRF programs in response to agency needs.</li> </ul>
	<b>Performance Measures &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Supported performance management work led by Deloitte Consulting.</li> <li>• Prepared and submitted quarterly report due to NCGA for SFRF disbursements.</li> <li>• Prepared and submitted quarterly Project and Expenditures SFRF to US Treasury.</li> <li>• Responded to auditing request for all FY22 SFRF reporting records.</li> <li>• Continued development of robust SFRF data dashboard.</li> <li>• Developed and launched SFRF Projects Dashboard.</li> <li>• Updated economic recovery dashboard.</li> </ul>

Function		Activities
	<b>Performance Measures &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Published monthly economic update.</li> <li>• Developing performance data intake process for all SFRF projects.</li> <li>• Maintain SFRF Projects Dashboard.</li> <li>• Drafted guidance for SFRF performance reporting.</li> <li>• Prepared and submitted quarterly SFRF Project and Expenditures report to US Treasury.</li> <li>• Prepared and submitted semiannual report on ARPA Statewide Planning Grant to US Economic Development Administration.</li> <li>• Prepared and submitted quarterly SFRF disbursements report to NCGA.</li> <li>• Developed and published guidance materials to support recipients KPI submissions to NCPRO.</li> <li>• Engaged in a collaboration with US Digital Response (USDR) to develop an efficient, user-friendly tool to facilitate collection of SFRF project performance data moving forward. USDR is a nonprofit, nonpartisan organization that helps governments, nonprofits, and public entities respond quickly to critical public needs by leveraging a broad network of pro bono technical experts.</li> <li>• Developed and held 3 training sessions to facilitate KPI development and submission on behalf of SFRF recipients.</li> <li>• Attended in-person LFRF data collection and analysis strategy session.</li> <li>• Submitted monthly FFATA report, including data EANS 1 &amp; EANS 2.</li> <li>• Collaborated with communications team to establish SOPs &amp; internal guidance for NCPRO internship program.</li> <li>• Continued reviews of KPI Intake Surveys to facilitate recipient performance reporting.</li> <li>• Responded to auditing request for SFRF Performance reporting protocols and documentation.</li> <li>• Continued collaboration with US Digital Response (USDR) to develop an efficient, user-friendly tool to facilitate collection of SFRF project performance data moving forward.</li> <li>• Collaborated with Grants team to Submit GEER 1 Annual Report.</li> <li>• Began collaborations with Grants team to analyze results of SFRF education grants survey.</li> <li>• Completed and submitted quarterly SFRF Project and Expenditure report to US Treasury.</li> <li>• Completed and submitted annual SFRF Recovery Plan Performance Report to US Treasury.</li> <li>• Completed and submitted annual Capital Projects Fund (CPF) report.</li> <li>• Began scheduling KPI finalization interviews with SFRF recipients.</li> <li>• Continued reviews of KPI Intake Surveys to facilitate recipient performance reporting.</li> <li>• Continued conducting KPI finalization interviews with SFRF recipients.</li> <li>• Continued collaboration with US Digital Response (USDR) to develop an efficient, user-friendly tool to facilitate collection of SFRF project performance data.</li> <li>• Collaborated with Communications team to produce materials for in-person KPI process sessions and to provide insight into the KPI process for the NCPRO newsletter.</li> <li>• Supported NCPRO's response to various audit requests.</li> <li>• Offered technical/reporting support for SFRF recipients during weekly office hours.</li> <li>• Updated Performance Reporting protocols/Guidance.</li> <li>• Collaborated with NCPRO's data team to offer PANGRAM training to recipients.</li> </ul>

Function		Activities
	<b>Performance Measures &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Collaborated with Grants team to complete and submit ERA II Quarterly report.</li> <li>• Continued reviews of KPI Intake Surveys to facilitate recipient performance reporting.</li> <li>• Refined KPI review process to strengthen data quality.</li> </ul>
<b>General Counsel</b>		<ul style="list-style-type: none"> <li>• Interagency group meetings.</li> <li>• Local government stakeholder meetings.</li> <li>• Finished ERA Award Amendment.</li> <li>• Reviewed consultant deliverables.</li> <li>• Discussed additional consultant training delivery to agencies and amendment.</li> <li>• Reviewed and discussed audit issue resolution and draft findings.</li> <li>• Discussed OMB 2022 Compliance Supplement</li> <li>• Developed discussion question for NASBO reporting meeting.</li> <li>• Reviewed applicability of CRF guidance in COOP context</li> <li>• Consulted on Treasury response to CRF audit findings for FY20.</li> <li>• Consulted on impact of Wesleyan College/University name change.</li> <li>• Reviewed Golden LEAF status as separately audited component unit of state government.</li> <li>• Consulted on PII and NDA/personnel policies to protect.</li> <li>• Consultations on administration of motorsports grants.</li> <li>• Reviewed Eleventh Circuit tax reduction offset decision.</li> <li>• Reviewed draft DIT broadband award docs.</li> <li>• Reviewed of COGs statutory authority re: grant seeking and administration.</li> <li>• Consulted on variability of annual digital literacy spending vs "money report" of equal annual requirements.</li> <li>• Consulted on applicability of "Stevens Amendment" to various appropriations.</li> <li>• Final review of consulting services amendment.</li> <li>• Consulted on reporting of suspected malfeasance to SBI, standard forms.</li> <li>• Attended training on compliance issues.</li> <li>• Reviewed of local government project budget ordinance, cost estimates and drawdown schedule.</li> <li>• Attended performance measurement workshop.</li> <li>• Reviewed Balance of State Continuum of Care issues.</li> <li>• Reviewed of "obligations" definitions and timeline under Treasury rules and guidance.</li> <li>• Reviewed time and effort reporting for time split between grants.</li> <li>• Consulted on amendments needed due to separation of DAC from DPS.</li> <li>• Consulted on Carolina Cyber Network funding oversight.</li> <li>• Consulted on DEQ SFRF funds management options, relation to other federal funds.</li> <li>• Drafted DEQ amendments and MOU for administrative expense.</li> <li>• Consulted on FFATA reporting on revenue replacement projects and subawards.</li> <li>• Consulted on payment of award after altered check and repayment demand.</li> <li>• Drafted amendments due to DPS/DAC separation.</li> <li>• Drafted closeout checklist template.</li> <li>• Prepared and delivered training on Stevens Amendment requirements.</li> <li>• Review of "obligations" definitions and timeline under Treasury rules and guidance.</li> <li>• Consulted on Carolina Cyber Network funding oversight.</li> <li>• Consulted on Human Trafficking grants and monitoring.</li> </ul>

Function	Activities
<p style="text-align: center;"><b>General Counsel</b></p>	<ul style="list-style-type: none"> <li>• Consulted on DOA internal audit inquiry on applicable regulations.</li> <li>• Met with DAC leadership on amendments and funding transfer.</li> <li>• Monitored legislative matters.</li> <li>• Reviewed Capital Projects Fund award documentation.</li> <li>• Drafted DEQ amendments and MOU for administrative expense, execution.</li> <li>• Consulted on DIT projects.</li> <li>• Reviewed OSA alternative MOU, consult on applicable federal regulations to OSA.</li> <li>• Reviewed DNCR facilities use agreements for communications projects.</li> <li>• Consulted on performance period for ESSER and GEER funds.</li> <li>• Consulted on federal civil rights protections applicable in programs with service limitations and with first amendment questions.</li> <li>• Consulted on procurement regulations applicable to Commerce grant to nonprofit with revenue replacement funds.</li> <li>• Consulted on completing SBI report of fraud against non-state subrecipient.</li> <li>• Completed and met annual risk assessment questionnaire.</li> <li>• Consulted on CRF recoupment potential issue with NCORR subrecipient.</li> <li>• Followed up consult on DPS/DAC transition.</li> <li>• Reviewed Q1 EDA planning grant forms.</li> <li>• Consulted on a \$600 accounting question in an NEU distribution (no effect on payment).</li> <li>• Consulted on DIT projects.</li> <li>• Consulted on OSA declining SFRF appropriation.</li> <li>• Monitored and research issues in debt limit negotiations, any program impact.</li> <li>• Reviewed SEFA for new audit scope.</li> <li>• Worked on DIT CPF award and MOU.</li> <li>• Consulted on NEPA and SEPA applicability where using multiple funding streams.</li> <li>• Status check on NCORR/OIG complaint referral.</li> <li>• Consulted on start date for period of performance with DHHS.</li> <li>• Consulted on NCHFA cyber incident.</li> <li>• Consulted on monitoring scope and rationale for state agency prime recipients.</li> <li>• Consulted on CRF recoupment.</li> <li>• Consulted on CRF Single Audit threshold for subrecipient of DOA/CFW.</li> <li>• Drafted Golden Leaf Foundation CRF MOU amendment to reflect subsequent legislation.</li> <li>• Consulted on NC Senate proposed treatment of SFRF interest earned</li> <li>• Monitored federal clawback actions.</li> <li>• Worked on DIT cooperative agreement.</li> <li>• Followed up on Golden Leaf MOU conforming amendments.</li> <li>• Consulted on uniform guidance procurement applicability for revenue replacement.</li> <li>• Consulted on state/federal apprentice eligibility for revenue replacement project.</li> <li>• Consulted on waiting period for uncashed student aid checks.</li> <li>• Consulted on contact strategy for business recovery grant impact study.</li> <li>• Consulted on nondisclosure agreement applicability to NCSU student projects.</li> <li>• Consulted on DIT response to NDA request.</li> <li>• Consulted on DIT/FCC mapping tools.</li> <li>• Ongoing review of “obligations” deadline interpretation.</li> <li>• Consulted on a question of disposition of assets for Golden Leaf.</li> <li>• Consulted on fraud report triage and action procedures.</li> <li>• Consulted on BRG recipient survey.</li> </ul>



Function	Activities
<p align="center"><b>General Counsel</b></p>	<ul style="list-style-type: none"> <li>• Consulted on sam.gov registration vs. Unique Entity Identifiers.</li> <li>• Consulted on escheat vs. de-obligation of unclaimed assistance.</li> <li>• Responded to Davis-Bacon reporting question.</li> <li>• Consulted on EDA Tourism grant.</li> <li>• Consulted on finalizing DEQ administrative costs docs.</li> <li>• Consulted on Premium Pay closeout.</li> <li>• Consulted on Buy America preference legislation.</li> <li>• Consulted on CRF expenditure legislation.</li> <li>• Consulted on specific new appropriations and Covid fund sources.</li> <li>• Consulted on ongoing use/monitoring of GEER funding.</li> <li>• Amendment to ERA 2 funding.</li> <li>• Consulted on direct versus indirect administrative cost caps.</li> <li>• Amendment to Golden LEAF CRF to conform to legislation.</li> <li>• Consulted on DACS using SFRF interest as federal match for RISE.</li> <li>• Consulted on use of SFRF for survey participation incentive.</li> <li>• Consulted on honoraria for speaking engagement under Ethics Act.</li> <li>• Consult and research on recoupment in ERA guidance.</li> <li>• Reviewed new IFR and guidance on SLFRF Obligation.</li> <li>• Amendment to UNC scholarship MOU.</li> <li>• Reviewed need for DEQ amendments for Commerce, DPS projects.</li> <li>• Finalized amendment to Golden LEAF CRF to conform to legislation.</li> <li>• Consulted on HTC noncompliant grantee.</li> <li>• Reviewed and consulted on Golden Leaf business loan program.</li> <li>• Submitted public comment on Obligation Interim Final Rule to U.S. Treasury.</li> </ul>
<p align="center"><b>Business Operations</b></p>	<ul style="list-style-type: none"> <li>• EANS I - Processed 5 payments for 1 recipient for \$182,922.</li> <li>• GEER I - Processed 2 REFUNDS TO NCPRO from 1 recipient (30-04) for \$9,369.</li> <li>• GEER I - Reviewed and processed payments for 4 awards in the amount of \$1,007,874.13.</li> <li>• GEER II - Reviewed and processed payments for 8 awards in the amount of \$1,917,814.42.</li> <li>• HAF - Processed 2 payments for 1 recipient for \$36,822,944.91.</li> <li>• SFRF - Processed 38 payments in the amount of \$38,519,674.23.</li> <li>• Reviewed and approved agreements and payment requests through PANGRAM.</li> <li>• Monitored ShareFile for manual downloads for supporting documents for GEER funds.</li> <li>• Created monthly ARP, CRF, ERA, SFRF bank reconciliations (recurring).</li> <li>• Met with grant managers multiple times for PANGRAM account setups, agreement entries and approval processes.</li> <li>• Joined the weekly meetings we held with new and existing GEER &amp; EANS recipients for accounting and reporting guidance.</li> <li>• Ran NCAS reports for Grants Management and Data Management teams.</li> <li>• Gathering support for audits and communicating with OSA.</li> <li>• Work with agencies to resolve questions.</li> <li>• Finalizing expenditure balances to close out GEER I.</li> <li>• CRF returned funds wired to the US Treasury.</li> <li>• Update Governor's report for August to December 2022.</li> <li>• Develop risk assessment templates for state agency recipients.</li> <li>• Created SFRF Availability report for budget development and Budget Director.</li> </ul>



Function	Activities
<p style="text-align: center;"><b>Business Operations</b></p>	<ul style="list-style-type: none"> <li>• Transfer SFRF interest earned to GF Reserve.</li> <li>• Continued conducting Measure Up workshops for agencies with Deloitte.</li> <li>• EANS I - Processed 4 payments for 1 recipient for \$1,475,692.</li> <li>• GEER I - Processed 4 REFUNDS TO NCPRO from 1 recipient (30-04) for \$5,162.</li> <li>• GEER II - Reviewed and processed payments for 10 awards in the amount of \$1,761,375.29.</li> <li>• HAF - Processed 1 payment for 1 recipient for \$25,344,074.31.</li> <li>• SFRF - Processed 15 payments in the amount of \$11,034,468.29.</li> <li>• ERA II- Processed two Payments for 2 recipients for \$7,362,777.48.</li> <li>• Reconciling balances between SmartSheet, NCAS and Pangram for SFRF and GEER I</li> <li>• Moving Smartsheet payments to PANGRAM for EANS I, EANS II, GEER II, EDA, HAF, and ERA II.</li> <li>• Continuing to refine/improve and create processes and procedures.</li> <li>• Completed SFRF State Compliance Supplement.</li> <li>• Reconciling balances between SmartSheet and NCAS for ERA1 close out.</li> <li>• Working with Grants team on cash balances for ERA2.</li> <li>• Completed creation of goals and tasks and interim reviews for Finance team.</li> <li>• Conducted Risk assessment for Emit Bio, Inc.</li> <li>• Answered questions of internal and external auditors.</li> <li>• EANS I - Processed 5 payments for 2 recipients for \$372,025.15.</li> <li>• EANS II- Processed 1 payment for 1 recipient for \$11,162,808.58.</li> <li>• GEER I - Processed 4 REFUNDS TO NCPRO from 1 recipient (30-04) for \$5,162.</li> <li>• GEER II - Reviewed and processed payments for 7 awards in the amount of \$909,369.90.</li> <li>• HAF - Processed 1 payment for 1 recipient for \$23,455,947.55.</li> <li>• SFRF - Processed 32 payments in the amount of \$74,490,107.93.</li> <li>• EDA Tourism 1 payment for 1 recipient for \$73,306.03.</li> <li>• Communicated with State agencies, local governments (NEU) to fulfill its accountability and compliance responsibilities.</li> <li>• Completed and submitted NCPRO SFRF State Compliance Supplement to State Treasurer’s office.</li> <li>• Assisted Grants Director with EAGLE ERA Reporting narrative and identifying controls. Completed walkthrough of controls for ERA Reporting.</li> <li>• Assisted with the development of the SFRF Close out process for agencies, subrecipients, and beneficiaries. Created the Financial Close out certification form for recipients.</li> <li>• EANS I - Processed 7 payments for 4 recipients for \$2,842,138.10.</li> <li>• EANS II- Processed 1 payment for 1 recipient for \$8,429,246.08.</li> <li>• ERA II- Processed 1 payment for 1 recipient for \$2,014,657.09.</li> <li>• GEER I - Processed 2 REFUNDS TO NCPRO from 1 recipient (30-04) for \$2,377.</li> <li>• GEER II - Reviewed and processed payments for 7 awards in the amount of \$786,039.71.</li> <li>• HAF - Processed 1 payment for 1 recipient for \$13,873,145.83.</li> <li>• SFRF - Processed 35 payments in the amount of \$161,102,941.19.</li> <li>• Reconciling balances between Smartsheet, NCAS and Pangram for SFRF and GEER.</li> <li>• Met with grant managers multiple times for PANGRAM account setups, agreement entries and approval processes.</li> <li>• Continuing moving Smartsheet payments to PANGRAM for EANS I, EANS II, GEER I, GEER II, EDA, HAF, ERA I, and ERA II.</li> </ul>

Function	Activities
<p style="text-align: center;"><b>Business Operations</b></p>	<ul style="list-style-type: none"> <li>• Joined the weekly meetings we held with new and existing GEER &amp; EANS recipients for accounting and reporting guidance.</li> <li>• Assisting internal and external auditors by providing information and documents about grants &amp; programs.</li> <li>• Generated March expense report at PANGRAM for NCPRO- Extension of Operations report.</li> <li>• Communicated with State agencies, local governments (NEU) to fulfill its accountability and compliance responsibilities.</li> <li>• Revised and submitted final SFRF State Compliance Supplement.</li> <li>• Working with state agencies and universities to resolve state compliance supplement and audit questions.</li> <li>• Documenting the different payment processes for each grant.</li> <li>• Performed NC Association of Regional Council of Governments risk assessment.</li> <li>• Transferred SFRF interest received in January – March 2023 to OSC ARPA Reserve in the General Fund.</li> <li>• DEQ Administrative Costs – assisting with new and revised MOU’s for DEQ SFRF projects.</li> <li>• Revised and resubmitted CRF report in GrantSolutions portal to reflect returns received.</li> <li>• Returned CRF unused funds to U.S. Treasury.</li> <li>• EANS I - Processed 10 payments for 4 recipients for \$991,753.18.</li> <li>• GEER I - Processed 4 REFUNDS TO NCPRO from 1 recipient (30-04) for \$4,127.</li> <li>• GEER II - Reviewed and processed payments for 8 awards in the amount of \$1,546,344.33.</li> <li>• HAF - Processed 1 payment for 1 recipient for \$16,459,132.16.</li> <li>• SFRF - Processed 29 payments in the amount of \$23,079,265.65.</li> <li>• Participated in KPI intake survey weekly meetings.</li> <li>• Participated in Data Collection Brainstorming meetings for KPI’s. Attended OSC Governmental Accounting Update training.</li> <li>• Conducted United Way of NC risk assessment.</li> <li>• Met with external auditors to discuss internal controls/processes for GEER, ERA, and SFRF.</li> <li>• Researching CMIA requirements for Capital Projects Fund.</li> <li>• Began updating 2023 SFRF State Compliance Supplement for changes made to the Federal OMB SFRF Compliance Supplement.</li> <li>• Met with grants and OSBM Main finance teams to discuss the Capital Projects Fund grant setup and payment process.</li> <li>• Created payment schedule deadlines for recipients to request payments before the State fiscal year-end.</li> <li>• EANS I - Processed 3 payments for 3 recipients for \$3,118,804.08.</li> <li>• EANS II- Processed 1 payment for 1 recipient for \$8,322,916.64.</li> <li>• EDA Tourism- Processed 3 payments for 3 recipients for \$202,623.75.</li> <li>• ERA II- Processed 1 payments for 1 recipient (Guilford) for \$6,064,118.60.</li> <li>• GEER I - Processed 4 REFUNDS TO NCPRO from 1 recipient (30-04) for \$3,412.</li> <li>• GEER II - Reviewed and processed payments for 6 awards in the amount of \$1,263,568.91.</li> <li>• HAF - Processed 1 payment for 1 recipient for \$15,547,656.32.</li> <li>• SFRF - Processed 32 payments in the amount of \$67,031,105.08.</li> <li>• Resolved SFRF pandemic bonus differences between NCAS/PANGRAM and OSBM Main records.</li> </ul>

Function	Activities
<p style="text-align: center;"><b>Business Operations</b></p>	<ul style="list-style-type: none"> <li>• Updated the 2023 SFRF State Compliance Supplement based on the changes to the 2023 Federal OMB Compliance Supplement and submitted revised version to DST.</li> <li>• Submitted technical corrections to proposed legislation to OSBM Main related to NCPRO grants.</li> <li>• Transferred SFRF interest received in last quarter of FY 2023 to ARPA General Fund Reserve.</li> <li>• CRF COOP DPS HOPE program returns processed and researched impact on CRF US Treasury Financial Progress Report.</li> <li>• Created new transfer out accounts in PANGRAM and NCAS for compliance with the new NCFS system that will go live in FY 24.</li> <li>• EANS I - Processed 4 payments for 4 recipients for \$4,417,616.63.</li> <li>• EANS I-Processed 5 REFUNDS TO NCPRO from 1 recipient for \$22,051.</li> <li>• EANS II- Processed 1 payment for 1 recipient for \$210,121.04.</li> <li>• ERA II- Processed 1 REFUND TO NCPRO from 1 recipient (Union) for \$916,332.33.</li> <li>• GEER I - Processed 2 REFUNDS TO NCPRO from 1 recipient (30-04) for \$1,888.</li> <li>• GEER II - Reviewed and processed payments for 6 awards in the amount of \$7,259,101.75.</li> <li>• HAF - Processed 3 payments for 1 recipient for \$20,143,676.76.</li> <li>• SFRF - Processed 36 payments in the amount of \$19,914,339.69.</li> <li>• Researched the CPF CMIA requirements.</li> <li>• Revised CRF report and submitted to US Treasury.</li> <li>• Returned CRF funds to US Treasury.</li> <li>• State agency risk assessment template completed.</li> <li>• Performed 4 risk assessments for GEER/EANS.</li> <li>• Coordinated EAGLE risk assessment for federal reporting and grants.</li> <li>• Worked with agencies to reconcile unspent SFRF balances to record due to/due from entries. Provided entries to OSBM Main Fiscal Office for agencies that were reconciled.</li> <li>• Reconciled unspent balances for ERA and HAF and provided entries to OSBM Main Fiscal Office.</li> <li>• EANS I - Processed 7 payments for 4 recipients for \$1,764,504.22.</li> <li>• EANS I-Processed 1 REFUNDS TO NCPRO from 1 recipient for \$1,837.00.</li> <li>• EANS II- Processed 3 payment for 3 recipients for \$2,393,893.71.</li> <li>• EDA- Processed 4 payments for 3 recipients for \$331,291.48.</li> <li>• ERA I- Processed 1 REFUND TO NCPRO from 1 recipient (Gaston) for \$49.09</li> <li>• GEER I - Processed 1 REFUNDS TO NCPRO from 1 recipient (30-04) for \$132.</li> <li>• GEER II - Reviewed and processed payments for 7 awards in the amount of \$2,198,495.00.</li> <li>• SFRF - Processed 23 payments in the amount of \$33,520,968.35.</li> <li>• Participated in KPI and USDR weekly meetings, collecting Data Sources for NCPRO KPIs.</li> <li>• Had meetings with Executive team for OSBM-60/NCPRO KPI Review.</li> <li>• Worked with Grant managers for a project for Federal Award amount vs Pangram authorized amounts.</li> <li>• Completed mandatory NCFS trainings.</li> <li>• Completed performance plans for FY 2024 and evaluations for FY 2023 in the NCVIP system.</li> <li>• Worked with agencies to reconcile unspent SFRF balances to record due to/due from entries. All entries provided to OSBM Main Fiscal Office for year-end reporting.</li> <li>• Provided OSC the SFRF unearned revenue entry for year-end reporting.</li> </ul>

Function	Activities
<b>Business Operations</b>	<ul style="list-style-type: none"> <li>• Provided SEFA expenditure balances to OSBM Main Fiscal Office for all NCPRO grants.</li> <li>• Provided the SFRF expenditures for FY 23 to OSA by project.</li> <li>• Working with DEQ to determine the admin costs to create a new MOU and revise previous MOUs.</li> <li>• Worked with OSBM Main to return HAF interest to Feds.</li> <li>• Working with legal team to define obligation for SFRF and creating a process for determining the amount of funds obligated.</li> <li>• EANS I - Processed 9 payments for 3 recipients for \$3,042,790.78.</li> <li>• EANS II- Processed 1 payment for 1 recipient for \$271,738.53.</li> <li>• EDA- Processed 5 payments for 4 recipients for \$340,250.43.</li> <li>• ERA I- Processed 1 REFUND TO NCPRO for \$25,254.49</li> <li>• ERA II - Processed 9 payments from 3 recipients for \$9,179,583.89.</li> <li>• GEER I Processed 1 REFUND TO NCPRO from 1 recipient (30-04) for \$5,418.</li> <li>• GEER II - Reviewed and processed payments for 5 awards in the amount of \$2,925,380.76.</li> <li>• SFRF - Processed 49 payments in the amount of \$59,934,145.46.</li> <li>• HAF- Processed payment for \$13,900,672.36.</li> <li>• Generated expense report in PANGRAM for NCPRO- Extension of Operations report.</li> <li>• Assisted with CRF desk review.</li> <li>• Completed NCFS trainings.</li> <li>• Researched Schedule of Expenditures of Federal and State Award (SEFSA) requirements for state grantees (non-State entities) receiving SFRF revenue replacement funds.</li> <li>• Set up and monitored federal drawdown and payment request deadlines to ensure NCPRO grant payments were completed prior to the blackout period for NCAS and NCFS to be ready for NCFS implementation/go live.</li> <li>• EANS I - Processed 9 payments for 2 recipients for \$1,275,547.33.</li> <li>• EANS II- Processed 1 payment for 1 recipient for \$2,886,453.23.</li> <li>• GEER II - Reviewed and processed payments for 3 awards in the amount of \$6,128,862.29.</li> <li>• SFRF - Processed 15 payments in the amount of \$15,723,273.20.</li> <li>• CRF desk review – responding to auditors, providing requested information/documentation for many transactions, conducted walkthrough with auditors, assisting agencies and other entities with gathering documentation.</li> <li>• Attended two-day Subrecipient Monitoring Training with Management Concepts.</li> <li>• Updated CRF Financial Progress Report in Federal Grants Solutions portal.</li> <li>• Transferred SFRF interest received at OSBM during the July to September 2023 quarter to OSC Statewide General Fund.</li> <li>• Provided data to US Treasury OIG for HAF fraud.</li> <li>• EANS I - Processed 5 payments for 5 recipients for \$4,712,614.65.</li> <li>• EANS II- Processed 2 payments for 2 recipients for \$3,438,493.40.</li> <li>• GEER II - Reviewed and processed payments for 4 awards in the amount of \$3,812,568.54.</li> <li>• SFRF - Processed 40 payments in the amount of \$5,288,371.27.</li> <li>• Attended webinar for Treasury obligation rules.</li> <li>• Worked with Database team to update and create new accounts in PANGRAM that comply with the new NCFS accounting system.</li> <li>• Completed reconciliation of February, March, April, May, June 2023 for EANS.</li> </ul>

Function	Activities
<p align="center"><b>Business Operations</b></p>	<ul style="list-style-type: none"> <li>• Completed reconciliation of July, August, September, October, November, December 2022, January, February, March, April, May, June 2023 for SFRF.</li> <li>• Prepared and updated Fraud Tracking excel and moved it to Smartsheet.</li> <li>• Worked with Data Management Team for NCFS Dropdown list - Inter fund code issue.</li> <li>• Worked with Grants Managers for new agreements – for PANGRAM &amp; NCFS Dropdown list.</li> <li>• EANS I - Processed 5 payments for 4 recipients for \$14,241,473.47.</li> <li>• EANS I- Entered refunds in PANGRAM for 1 recipient totaling \$12,055.</li> <li>• EANS II- Processed 1 payment for 1 recipient for \$1,935,817.73.</li> <li>• ERA II- Processed 1 payment for 1 recipient for \$1,656,113.91.</li> <li>• ERA II- Entered refunds in PANGRAM for 2 recipients totaling \$32,916,332.33.</li> <li>• GEER II - Reviewed and processed payments for 4 awards in the amount of \$367,548.55.</li> <li>• SFRF - Processed 28 payments in the amount of \$35,184,250.51.</li> <li>• DOT granted NCPRO the ability to record refunds in PANGRAM and NCPRO started inputting that information.</li> <li>• Attended OSC Statewide Financial Conference.</li> <li>• Attended NASACT CARES and ARPA Act meeting.</li> <li>• Entered LFRF Town of East Laurinburg data in NEU Award Redirect portal so funds can be returned to US Treasury.</li> <li>• Began working on remaining balances as of December 31, 2023, for all federal grant programs managed by NCPRO.</li> </ul>
<p align="center"><b>Auditing</b></p>	<ul style="list-style-type: none"> <li>• Continued compliance audits for GEER.</li> <li>• Continued audit follow-up for CRF.</li> <li>• Began conducting audit review of SOPs.</li> <li>• Completed 4 audit follow-ups for CRF and issued audit reports.</li> <li>• Continue compliance audits for GEER.</li> <li>• Continue to conduct audit review of SOPs.</li> <li>• Issued two audit reports.</li> <li>• Began the operational review of Smartsheet.</li> <li>• Continuing the operational review of Smartsheet.</li> <li>• Begin compliance reviews for SFRF.</li> <li>• Completed FY24 Annual Audit Risk Assessment.</li> <li>• Developed FY24 Audit Plan.</li> <li>• Completed the operational audit review of Smartsheet.</li> <li>• Continuing the compliance audit reviews for SFRF.</li> <li>• Drafting audit reports for compliance reviews for GEER.</li> <li>• Drafting audit reports for operational review for SOPs.</li> <li>• Completed the consulting engagement for Smartsheet.</li> <li>• Issued one audit report.</li> <li>• Continuing the compliance review for GEER.</li> <li>• Continuing the operational review of SOPs.</li> <li>• Continuing compliance reviews for SFRF.</li> <li>• Drafted audit report for 2 operational audit reviews of SOPs.</li> <li>• Drafted audit report for 4 SFRF compliance audit reviews.</li> <li>• Continuing the compliance audit review for GEER.</li> <li>• Continuing one operational audit review of SOPs.</li> <li>• Continuing compliance audit reviews for SFRF.</li> </ul>

Function	Activities
<p style="text-align: center;"><b>Auditing</b></p>	<ul style="list-style-type: none"> <li>• Drafted audit report for 3 SFRF compliance audit reviews.</li> <li>• Began HAF compliance audit review.</li> <li>• Issued 1 final audit report for SFRF compliance audit reviews.</li> <li>• Continuing one information technology audit review of PANGRAM.</li> <li>• Continuing HAF compliance audit review.</li> <li>• Issued 10 final audit reports.</li> </ul>
<p style="text-align: center;"><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• Assisted Reporting with the process and gathering of information for NCPRO’s portion of the Governor’s Accomplishment Report for July-December 2022.</li> <li>• Finalized the External Communications Plan for 2023.</li> <li>• Assist with agendas and materials for ARPA SFRF Interagency Meetings and Local Pandemic Recovery Stakeholder Meetings (recurring).</li> <li>• Launched planning, assignments and tasks for a March 2023 COVID-19/Funding/NCPRO anniversary media blast.</li> <li>• Scheduled and held meetings with Grants Management and Policy, Strategy and Reporting staff to document individual fund processes.</li> <li>• Worked with Policy, Strategy and Reporting to draft a proposal for an NCPRO internship program.</li> <li>• Launched an NCPRO Diversity Committee to recognize and celebrate the diversity of staff, North Carolinians and all people.</li> <li>• Worked with Deloitte Consulting to establish additional MeasureUp Workshop dates, times and groups for state agencies to learn about and work on performance measures for SFRF projects.</li> <li>• Conducted interviews with multiple agencies, groups and individuals for Stories of Recovery and Resilience series (recurring).</li> <li>• Published Longleaf Commitment Grant Builds Futures under the Stories of Recovery and Resilience series.</li> <li>• Assisted Deloitte Consulting with the NCDACS virtual MeasureUp Workshop</li> <li>• Facilitated meetings with Grants Managers to document internal grant/fund processes.</li> <li>• Attended a webinar on Managing Public Records for State Agency Employees.</li> <li>• Managed Deloitte MeasureUp Workshop registration, informational emails, workshop logistics and attended the 6 workshops over 3 days.</li> <li>• Finalized the March 2023 COVID-19/Funding information.</li> <li>• Published the SFRF Tracker Dashboard on the NCPRO website.</li> <li>• Historically Black Colleges and Universities Support Students story.</li> <li>• Published and sent March 2023 external newsletter.</li> <li>• Updated the NEU LFRF reporting infographic to reflect the April 2023 reporting deadline.</li> <li>• Discussed best ways to collect SFRF success stories alongside the closeout process.</li> <li>• Attended Digital Commons webinar to learn about current and upcoming updates to Drupal and website management.</li> <li>• Published YMCAs Nurture Mind &amp; Body with ARPA Grants story.</li> <li>• Published Researchers Seek COVID-19 Learning Loss Solutions story.</li> <li>• Interviewed and videoed for Community Engagement Survey promo; published the promo video across channels.</li> <li>• Attended the Rural Summit with an exhibitor booth to share the impact of the Community Engagement Survey and to provide more information to get involved.</li> <li>• Published new SFRF tracking dashboards on the NCPRO website.</li> </ul>

Function	Activities
<p style="text-align: center;"><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• Interviewed Manna Food Bank in Western NC for a comprehensive story on food banks across the state and their impacts.</li> <li>• Participated in Grant Closeout Process meetings.</li> <li>• Attended County Wide Convening on ARPA (Upper Coastal Plain COG).</li> <li>• Created and published an infographic for the April 2023 reporting deadline for Local Fiscal Recovery Funds.</li> <li>• Edited and formatted the updated SOPs for State Fiscal Recovery Funds.</li> <li>• Attended the 2023 Rural Summit in Charlotte and participated in a focus group.</li> <li>• Participated in internal meetings to develop the KPI Intake Survey for SFRF recipients.</li> <li>• Attended the North Carolina Community Foundation Affiliate Forum.</li> <li>• Published Food Banks Invest in Food and Beyond story.</li> <li>• Conducted an interview with NCHFA for a story on 10,000 homeowners assisted through the Homeowner Assistance Fund (HAF).</li> <li>• Conducted interviews with Battleship NC, Stokes Housing, and the Transportation Museum.</li> <li>• Participated in Google Analytics 4 training.</li> <li>• Completed Communications Risk Assessment for internal audit.</li> <li>• Finalized NCPRO Internship Handbook and supporting documents for internal use.</li> <li>• Attended a webinar about social media strategy for government communications.</li> <li>• Drafted talking point for Local Fiscal Recovery Fund data collection.</li> <li>• Participated in KPI collection meetings and assisted with KPI Intake Survey Trainings.</li> <li>• Conducted an interview with DNCR.</li> <li>• Conducted an NCACC video shoot.</li> <li>• Published NC Homeowner Assistance fund Provides Relief story.</li> <li>• Published North Carolina Safeguards History during Pandemic story.</li> <li>• Attended DrupalCon to learn more about Drupal (NCPRO’s website platform), web accessibility, and application to NCPRO’s website.</li> <li>• Onboarded a summer intern for the Communications team.</li> <li>• Held an NCPRO orientation for all 4 summer interns.</li> <li>• Scheduled intern meetings with each NCPRO team.</li> <li>• Attended a webinar about effective communications plans.</li> <li>• Helped facilitate a Grants Management team portfolio check-in.</li> <li>• Participated in Edgecombe County’s ARPA Convening.</li> <li>• Conducted interviews for a story on Crosby Scholars.</li> <li>• Conducted story interviews and video shoots with COGs, NCLM, and NCACC.</li> <li>• Published and distributed the Summer 2023 external newsletter.</li> <li>• Started working with Policy, Strategy and Reporting team to plan outreach and engagement activities for the EDA Grant.</li> <li>• Published College Press Program Advances Economic Mobility story.</li> <li>• Published NC 211 Responds to Heightened Demand for Help story and video.</li> <li>• Facilitated Get to Know NCPRO meetings between summer interns and each NCPRO team.</li> <li>• Began work on a story dashboard to combine story locations and a dashboard map of North Carolina.</li> <li>• Attended and participated in the NASBO conference.</li> <li>• Conducted interviews and filmed video for Construction Academy Graduation.</li> <li>• Conducted interviews for story about partners and their work with LFRF.</li> <li>• Attended a Disability Awareness Training hosted by DHHS.</li> </ul>



Function	Activities
<p style="text-align: center;"><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• Responded to a public request for more information on how to use and interpret NCPRO’s data dashboards on the website.</li> <li>• Published Partnerships Promote Local Government Success story.</li> <li>• Presented to NCPRO staff on Communications team purpose, goals, and projects.</li> <li>• Updated the NCPRO home page for improved accessibility and ease of use.</li> <li>• Turned PDF versions of external SOPs, Reporting Handbooks, and KPI documents into web pages for improved accessibility and navigation.</li> <li>• Worked with Executive Director, Chief of Staff, and the Milken Institute to create a North Carolina Grants Channel (Grant Link).</li> <li>• Named and created a logo for the new NC Grant Link Channel.</li> <li>• Conducted an interview for the Construction Workforce story.</li> <li>• Updated the Recovery Timeline on the NCPRO website.</li> <li>• Conducted interviews and video for Public Gardens story.</li> <li>• Attended the NCPRO Grants Management Team portfolio review.</li> <li>• Created a registration form and process for SFRF Monitoring Subrecipients Training for state agency staff.</li> <li>• Sent SFRF Monitoring Subrecipients training and registration information to state agency staff.</li> <li>• Published the Fall 2023 external newsletter.</li> <li>• Assisted with CRF desk review items, gathering documents and information, and uploading finalized documents into the portal.</li> <li>• Planned and facilitated an in-person KPI process meeting with other NCPRO teams.</li> <li>• Began documenting the KPI process following the process meeting.</li> <li>• Published the Public Garden Grants Benefit People, Wildlife, and Plants story.</li> <li>• Facilitated a second in-person KPI process meeting with other NCPRO teams to complete mapping out the KPI process.</li> <li>• Interviewed staff with the Department of Agriculture for a State Fair story.</li> <li>• Participated in meetings and assisted with gathering and uploading information for the CRF Desk Review items.</li> <li>• Hosted a two-day SFRF Monitoring of Subrecipients training for State Agency staff working with SFRF.</li> <li>• Filmed video for the State Fair story.</li> <li>• Planned and held a Communications Team working session to discuss internal and external communications plans from 2023 and into 2024.</li> <li>• Filmed video and conducted interviews at Davis Farms for a story.</li> <li>• Published the Construction Training Programs Address Workforce Shortage story.</li> <li>• Hosted a two-day SFRF Monitoring of Subrecipients training for DEQ.</li> <li>• Analyzed results from an internal staff survey and created a presentation for Executive Staff for review, discussion, and planning for the next calendar year.</li> <li>• Worked with the Database team to plan and send out communication for PANGRAM and expense reports training.</li> <li>• Attended U.S. Treasury webinar on Obligation Interim Final Rule.</li> <li>• Worked with Database team and PSR team to record, edit, and publish a PANGRAM and expense reports training video.</li> <li>• Worked with Legal to create communication around the Obligation Interim Final Rule for fund recipients.</li> <li>• Filmed video and interviews for FarmsSHARE story.</li> <li>• Published FarmsSHARE Food Box Program Champions Small Farms story.</li> <li>• Created a presentation for all NCPRO staff to review results of the staff survey and discuss follow-up steps as well as goals for 2024.</li> </ul>



Function	Activities
<p align="center"><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• Assisted Executive Leadership with finalizing a presentation for the OSC conference.</li> <li>• Facilitated the December NCPRO all staff meeting.</li> <li>• Attended the NASBO Obligation Interim Final Rule meeting.</li> <li>• Worked with Policy, Strategy and Reporting team to create an NC Economic Recovery Data Resource Guide on the NCPRO website.</li> <li>• Met with multiple agencies and organizations to discuss story opportunities and to schedule interviews and video shoots.</li> <li>• Published the Winter 2023 edition of the external newsletter.</li> </ul>
<p align="center"><b>CRF Closeout</b></p>	<ul style="list-style-type: none"> <li>• Coordinated late CRF refund payments (with Joy) from State Board of Elections/Halifax County, DOI, Commerce/NC Biotech Center, UNC System Office/Livingstone College.</li> <li>• Coordinated response (with Joy) to auditors related to 2021 single audit regarding CRF sample transactions from DNCR, DOA, DPS, DOI, OSBM, OSA.</li> <li>• Provided input related to CRF Performance Audit related to the notification to State agencies that they (e.g., DPI, etc.) were responsible for subrecipient monitoring.</li> <li>• Provided technical assistance to Dept of Agriculture regarding audit questions from food banks.</li> <li>• Provided technical assistance (with Jon) to NC Community Health Center Association regarding equipment purchased with CRF funds.</li> <li>• State audit CRF performance - researched NCPRO communications to DPI over responsibilities of its subrecipients</li> <li>• NCPRO IA audit - researched Edgecombe County's response to audit and provided to management.</li> <li>• EAGLE – Researched final payment to NCHCFA and provided initial response to OSBM auditor.</li> <li>• Assisted answering NCCHCA external auditor’s confirmation request.</li> <li>• Followed up with DPS (\$37K in COOP funds) and Campbell U. (\$6K) regarding their notification of possible grant funds return.</li> <li>• Referred DHHS to Grants Administration Director and Legal regarding a NCDOJ investigation of a hospital that was provided CRF funds by NCHF.</li> <li>• Reviewed Campbell University’s notice of possible return of CRF funds and determined they did not have to return CRF funds after a review of prior C-2 reports indicated sufficient expense had been reported.</li> <li>• Reported to Grants Administration Director that DPS’s subrecipient, Mission Ministries Alliance in Marion, had not submitted expense reports to justify \$37K in CRF COOP funds. DPS had given the Alliance final notice</li> <li>• Coordinated review of several NCORR subrecipients’ undocumented CRF COOP grant fund balances.</li> <li>• Addressed question on YMCA single audit.</li> <li>• Answered NC Community Health Centers question on whether or not NCPRO required timesheets to be included with monthly expenditures.</li> <li>• Assisted with CRF desk review information and documentation gathering.</li> <li>• CRF Desk Review documentation for 59 samples and 137 subsamples turned in to UST auditors.</li> </ul>