

Public Universities Reporting Requirements Coronavirus Relief Fund

Office of State Budget and Management –
Pandemic Recovery Office

July 2, 2020



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Dear «NAME»,

Please join the NC Pandemic Recovery Office (NCPRO) on Wednesday, June 24, 2020 at 3:00 pm for a presentation on the Coronavirus Relief Funds (CRF) appropriated to the «AGENCY» in NC Session Law 2020-4. This presentation will provide important information on the reporting requirements. It is essential that you join us to understand the reporting process for these funds. Please share this email with anyone within your organization that is responsible for reporting on these funds.

The link to the information session is here:

[CLICK HERE TO JOIN THE MEETING](#)

Also attached to this email is the download and upload link you will use to securely retrieve and send documents to and from the NCPRO office.

Download Link:

[«DownloadLink»](#)

Upload Link:

[«UploadLink»](#)

We ask that you please hold all questions until after the presentation on Wednesday, and we look forward to speaking with you then.

Kind regards,

NCPRO Team
North Carolina Pandemic and Recovery Office
Office of State Budget and Management

NCPRO@osbm.nc.gov

Dobbs Building
430 N. Salisbury Street,
MSC 20320
Raleigh, NC 27699-0320



**MAKE NC
COUNT**
CENSUS 2020

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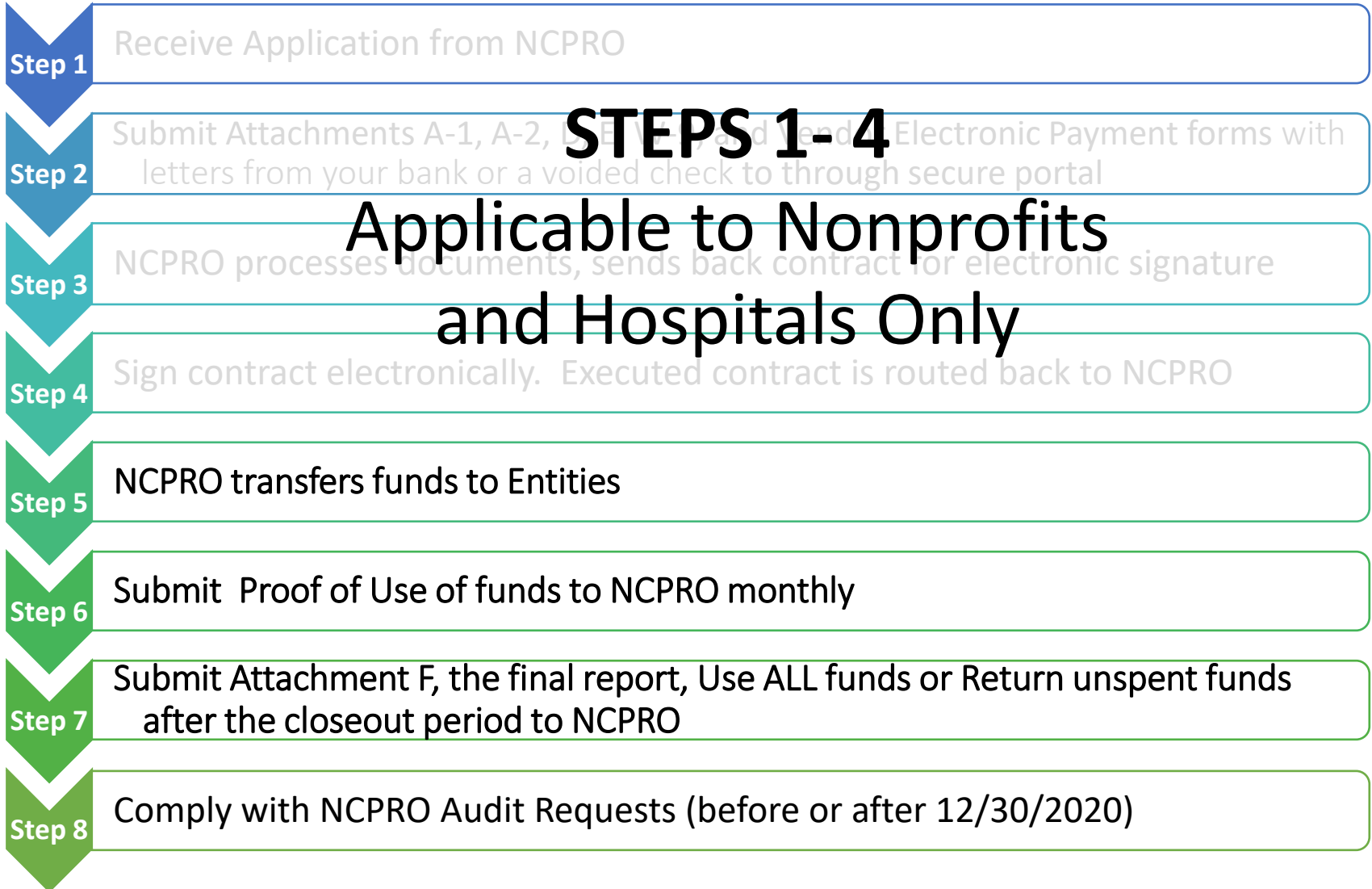
Lisa.Outlaw@osbm.nc.gov

Subject: Need Upload and Download Link

Name of Your University



NCPRO Expenditure Reporting Process



STEPS 1-4
**Applicable to Nonprofits
and Hospitals Only**



Agreement Contract & Attachments

Do not send information via email; send using the secure link provided in your invitation email

NCPRO Documentation

- 1) Agreement Contract
 - 2) Attachment A-1 Scope
 - 3) Attachment A-2 Budget
 - 4) Attachment B 09 NCAC 03M
 - 5) Attachment C-1 Status Report
 - 6) Attachment C-2 Proof of Use of Funds
 - 7) Attachment D No tax delinquencies
 - 8) Attachment E FFATA Requirements
 - 9) Attachment F Outcomes and Accomplishments Report
 - 10) Vendor Electronic Payment Form
 - 11) W-9 NC Form
 - 12) Conflict of Interest
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Agreement Number

Provided for tracking Purposes

Agreement #	Recipient Name
20-01	Appalachian State University
20-02	East Carolina University
20-03	Elizabeth City State University
20-04	Fayetteville State University
20-05	North Carolina Agricultural and Technical State University
20-06	North Carolina Central University
20-07	North Carolina State University
20-08	University of North Carolina - Asheville
20-09	University of North Carolina - Chapel Hill
20-10	University of North Carolina - Charlotte
20-11	University of North Carolina - Greensboro
20-12	University of North Carolina - Pembroke
20-13	University of North Carolina - Wilmington
20-14	North Carolina School of Arts
20-15	Western Carolina University
20-16	Winston-Salem State University
20-17	North Carolina School of Science and Math
20-18	North Carolina Arboretum
20-19	Board of Governors of The University of North Carolina
20-20	Digital Learning Enhancements



Subrecipient vs. Contractor

2 C.F.R. § 200.330 through 200.332 regarding subrecipient monitoring and management

Subrecipient

- (1) Determines Eligibility**
- (2) Performance is measured based on program objectives;**
- (3) Responsible for making decisions about the program;**
- (4) Responsible for complying with program requirements; and**
- (5) Uses the CRF funds to carry out a program for a public purpose.**

vs.

Contractor

- (1) Provides the goods and services within normal business operations;**
- (2) Provides similar goods or services to many different purchasers;**
- (3) Normally operates in a competitive environment;**
- (4) Provides goods or services that are necessary to the primary activities of an organization.**
- (5) Not subject to compliance requirements**



Subrecipient Requirement

2 C.F.R. § 200.330 through 200.332 regarding subrecipient monitoring and management

- Subrecipients must follow the agreement provisions
- Submit Attachments C-1, C-2, and F
- Use assigned agreement numbers to uniquely identify them for tracking purposes.
See examples below:

20-01-01 Entity A Attachment C-2

20-01-02 Entity B Attachment C-2

20-01-03 Entity C Attachment C-2



Attachment C-1

Descriptive Summary of how CRF were used, any deliverables, progress against objectives & expected outcomes

Attachment C-1 Covid-19 Grant Project Status Report

Before it will be possible to make any disbursement, you are required to provide to the Agency the status towards the specific purpose as stated in the grant contract (Attachment A-1). This report is to be completed by the grant recipient and each subrecipient. The grant recipient is to ensure all subrecipients' reports are to be included with cost reimbursement requests. RECIPIENT COMPLETION INFORMATION: Email completed form to:

<https://ncosbm.sharefile.com/r-rc7f2ca49d574af2a>

1. Organization

Organization Name	
Contract Agreement Number	
Date	

2. Financial Summary

Total Funding Authorized	Total Funding Received to Date	Balance

3. Performance: Recipient (or subrecipient) shall detail below how the organization has spent the amount of funding allocated for the specific purpose as stated in the grant contract. The description should include activities and progress against the recipient's (or subrecipient's) scope of work and outcomes of that work. Attach additional documents as necessary.

Descriptive summary of how the funds were used, including specific deliverables achieved, and progress against objectives and outcomes expected to be achieved.



Attachment C-2

Monthly report of expenditures for recipients and subrecipients by cost category

Recipient Name or Subrecipient Name	Employee Expenses (e.g. Payroll and benefits cost for employee that are dedicated to COVID-19)	Contracted Labor Expenses	Other Service Expenses (e.g. utilities, telephone, data, lease related expenses)	Subcontract Expenses (e.g. construction, maintenance)	Goods Expenses (e.g. supplies, PPE).	Equipment Expenses	Other Expenses (e.g. related charges not assigned above and described by recipient)
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Date of Invoice, payroll, or service,	Employee Name or Vendor Name or Contractor	Employee ID Number or Invoice Number	Employee Title or Description of Item Purchased	Required Monthly Hours Worked or Total Invoice Amount	Actual Employee Hours Dedicated to COVID or Invoice Quantity or # of Patients Served
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If download from accounting or payroll system, it must be in this format:

Excel Worksheet

.xlsx

or

Comma delimited or tab delimited format

.CSV



Monthly Reporting Due Dates

Reports are due by the following dates:

- July 20th
- August 20th
- September 21st
- October 20th
- November 20th
- December 21st
- January 20th



Attachment F

Grant Outcomes and Accomplishments Report, submitted as a Final Report

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Attachment F Covid-19 Grant Outcomes and Accomplishments Final Report

To finalize this award, you are required to provide to the Agency with a narrative of the outcomes and accomplishments related to the funds spent for the specific purpose as stated in the grant contract. You can use the secure link provided below to upload images, brochures, and other information to illustrate your outcomes and accomplishments.
<https://ncosbm.sharefile.com/r-rc7f2ca49d574af2a>

1. Organization:

Organization Name:

2. Outcomes and Accomplishments:



Questions from the Chat



Questions

Submit Form and Question to:
NCPRO@OSBM.NC.GOV

Documents and Presentation
Located at
<https://ncpro.nc.gov>