



**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

June 23, 2021

Michael Halford
Guilford County Manager
301 West Market Street
Greensboro, NC 27401

Dear Mr. Halford:

Earlier this year, North Carolina received \$546,596,104.00 from the U.S. Department of Treasury under the Consolidated Appropriations Act (CAA) and \$432,495,915 under the American Rescue Plan Act (ARPA) for the Emergency Rental Assistance (ERA) Program. In Session Law 2021-25, the NC General Assembly appropriated funds from both CAA and ARPA from the state's allocation for Guilford County to provide emergency rental assistance payments for eligible families. The amount available to Guilford County is \$36,873,026.00. The funds will be provided in two installments with the first award of \$20,642,140.66 from ERA-1.

Operating under the auspices of the Office of State Management and Budget, the North Carolina Pandemic Recovery Office (NCPRO) is administering the State of North Carolina's ERA funds and looks forward to partnering with you to assist low-income families maintain safe and stable housing. This document provides further guidance on allowable uses of these funds, reporting, and related program details.

Award Information

Primary Award Recipient: Office of State Budget and Management

DUNS number: 003553190

FAIN: S425C2100034

CDFA: 21.023

Federal Award Date: December 27, 2020

Subaward Program Information

Subrecipient: Guilford County, NC

Total subaward: \$20,642,140.66

Subaward number: 05-07

Program Title: Guilford County, NC ERA-1

Purpose: The purpose of the Emergency Rental Assistance Program is to provide financial assistance to renters at risk of eviction due to the COVID-19 pandemic.

Period of Performance: June 22, 2021 to September 30, 2022.

Use of Funds

Funds may be used for rent and utility assistance payments and housing stability services to families in Guilford County, North Carolina adversely affected by the COVID-19 pandemic, thereby placing them at risk of eviction from permanent rental housing.

Program Eligibility

Guilford County must use the same program guidelines used for the ERA-1 Program funded directly by the U.S. Treasury and ensure compliance with ERA-1 program guidance issued by the U.S. Treasury.

Term

Approximately 65% of ERA-1 funds must be obligated by September 30, 2021 and 100% must be expended by September 30, 2022. Each quarter, NCPRO may request from the Subrecipient a report on unused funds, including any allocated to sub-Subrecipients, to determine whether any such funds will be reallocated.

Administrative Costs

Guilford County may charge as an expense up to \$1,032,107.03 (up to five percent of the allocation) to effectively administer the program consistent with cost principles in 2 C.F.R. part 200, subpart E of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Administrative costs include direct costs involved in the proper and efficient performance and administration of this Federal grant. There is no indirect cost rate for this grant. Therefore, direct costs must be substantiated by documentation.

Compliance and Accounting

Compliance

The Subrecipient will execute an Agreement with the NC Pandemic Recovery Office (NCPRO) that establishes the terms and conditions of this additional allocation including adherence with applicable federal and state laws and regulations.

Accounting and Disbursement

Upon receipt of the signed Agreement, NCPRO will reach out to schedule a meeting to advise on accounting structure and determine a disbursement and reporting schedule that best meets program requirements and supports Subrecipient and sub-Subrecipient needs. These funds must be accounted for separately from all other funding sources, including the direct ERA-1 Treasury Allocation.

ERA-1 funds are subject to the federal Cash Management Improvement Act. Accordingly, it is the strong preference of NCPRO to provide ERA-1 funds on a reimbursement basis as to minimize the amount of time between drawdown and expenditure of these federal funds. The reports and disbursements are expected to run monthly. An alternative disbursement and reporting schedule may be agreed to by the Subrecipient and NCPRO, provided that the alternative schedule complies with applicable federal and state policies and guidance.

Reporting

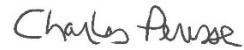
Unless otherwise agreed upon, the subrecipient will submit a report to the North Carolina Pandemic Recovery Office (NCPRO) on the 20th day of each month using forms R-1 and R-2, which will be provided by NCPRO with further logistical information.

NCPRO may request additional reports as determined necessary to understand and describe the impact and success of the ERA-1 Program and comply with any additional federal and/or state reporting requirements.

Communication

Please direct questions to NCPRO@osbm.nc.gov, which is monitored regularly by relevant program, accounting, and reporting staff.

Sincerely,



Charles Perusse
State Budget Director

cc: Stephanie McGarrah, Director, NC Pandemic Recovery Office