

DATE: December 27, 2022

PROCEDURAL MEMORANDUM #009-22

SUBJECT: Emergency Rental Assistance Program (ERAP) Monitoring Report and Corrective Action Plan (CAP)

TO: County ERAP Providers

FROM: Cathy Buhrig
Director
Bureau of Policy

PURPOSE

To inform county ERAP providers of the procedures responding to the Monitoring Report and CAP.

BACKGROUND

ERAP funds are subject to restrictions outlined in the Treasury's Guidance and set forth in the Consolidated Appropriations Act (ERAP1); American Rescue Plan Act (ERAP2); PA Act 1 of 2021; and PA Act 24 of 2021.

The Treasury requires that states comply with the monitoring requirements outlined in the Uniform Guidance 2 CFR Part 200. This requirement means the Department of Human Services (DHS) must monitor subrecipient activities to ensure that the funds are used for authorized purposes in compliance with federal statutes, regulations, and the terms and conditions of the agreement; and that program performance goals are achieved. Act 1 of 2021 assigns DHS the responsibility to monitor county programs for compliance with regulations.

DISCUSSION

The commonwealth must monitor to verify compliance with applicable state and federal laws and regulations. The Guidehouse Monitoring and Compliance team will perform the reviews and will identify any deficiencies as "findings" or "concerns". A finding is a violation of a statutory, regulatory or program requirement for which sanctions or other corrective actions may be issued. A concern is a deficiency in program performance not based on statutory, regulatory or program requirement.

If a county receives a finding, DHS will evaluate the severity and risk of the finding to determine if a CAP is needed to mitigate the risk. The county has 30 days from the receipt of the ERAP monitoring report to comment or, if necessary, provide a CAP.

Any CAP may be subject to follow up monitoring. If the CAP only involves providing a copy of the updated agency policy or procedure, DHS considers the corrective action complete upon receipt of the document with no further action needed. If a CAP does require follow up monitoring, DHS will work with the county and the provider to coordinate that follow up. The follow up monitoring approach will vary based upon risk assessment and strength of the CAP responses to ensure that the county has implemented the corrective actions.

NEXT STEPS

1. Share and review this Procedural Memo with appropriate staff.
2. Direct questions regarding this Procedural Memo to RA-PWERAPOIM@pa.gov.
3. This Procedural Memo is in effect until further notice.