

NCPRO Application and Compliance Resources



November 2020

Application - Allocation - Compliance



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North Carolina Pandemic Recovery Office (NCPRO)
NC Office of State Budget and Management (OSBM)
Coronavirus Relief Funds Request Form

**Please email this form and your W-9 form to ncpro@osbm.nc.gov.
Attach the files as "CountyName_CRFApplication" and "CountyName_W-9"**

1. Please list the name of the local government entity for which you are requesting Coronavirus Relief Funds.

2. Please list the name, email, and phone number for the person who will be responsible for reporting the uses of these funds.

Name
Title
Email
Phone

3. Please list the physical street address, city, and zip code+4 for the local government entity. You must enter the full 9 digit ZIP code for Federal government reporting purposes.

Address
City
ZIP+4

4. Please list your DUNS number (or DUNS+4, if applicable).

5. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Yes No

6. Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Yes No

Local government who received CRF Applications filled out the following application:

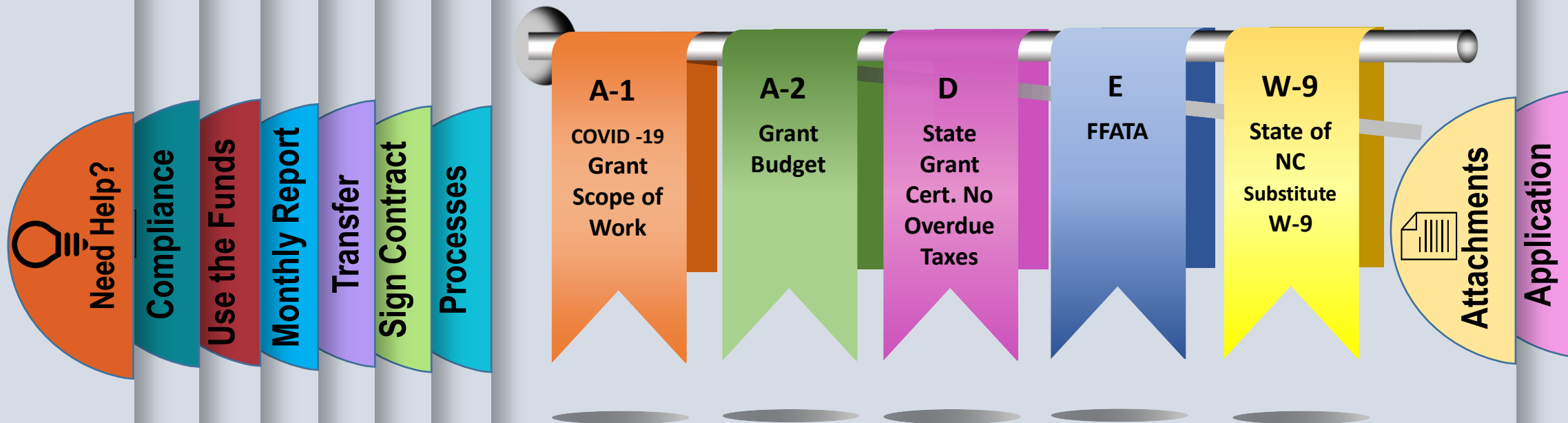
https://files.nc.gov/ncgov/documents/files/CRF_Request_Form_Fillable_ver1.pdf




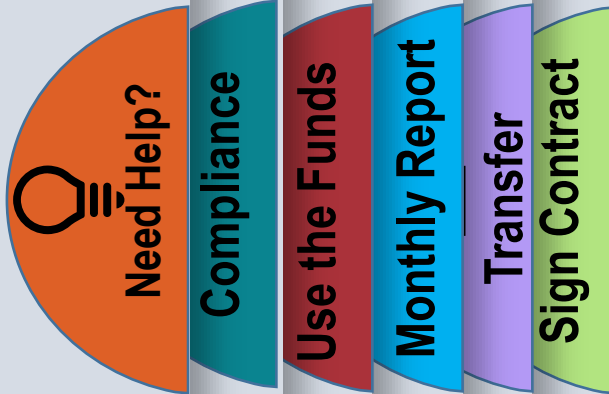
Application

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Entities receiving CRF from NCPRO must submit the following attachments and electronic payment request form.



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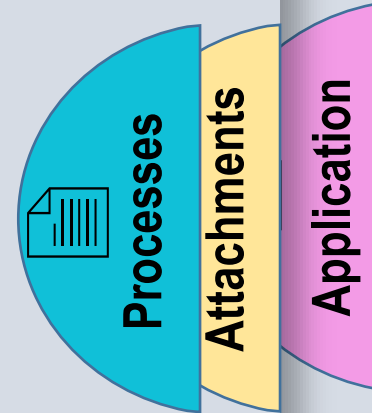


NCPRO
Check
Documents

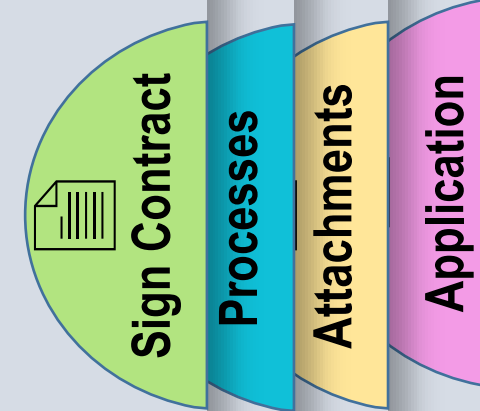
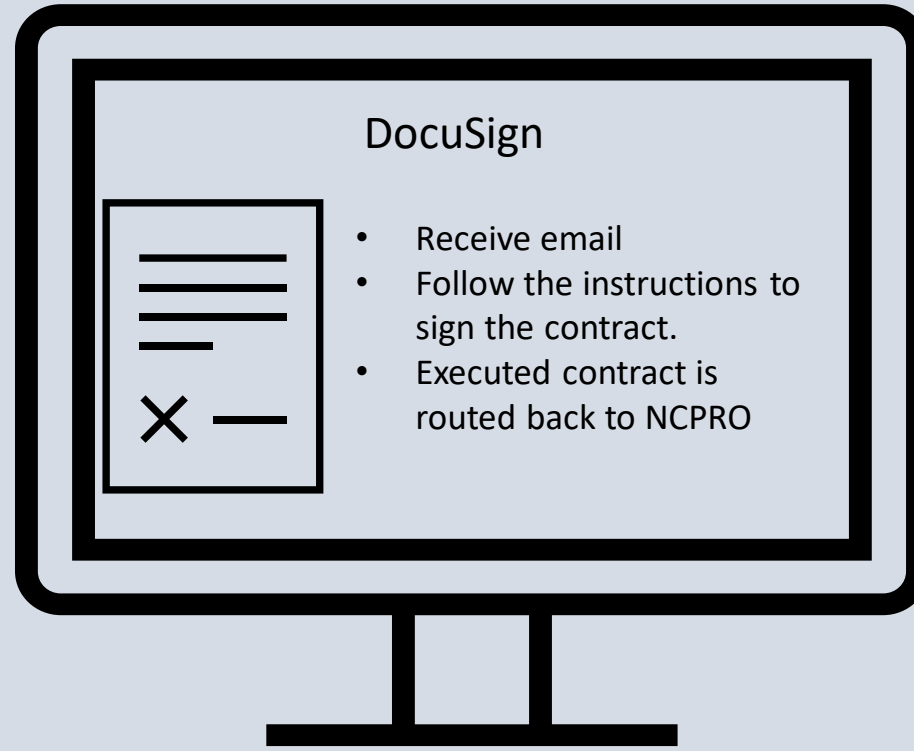


Contract
agreement
Send back for
electronic
signature

DocuSign

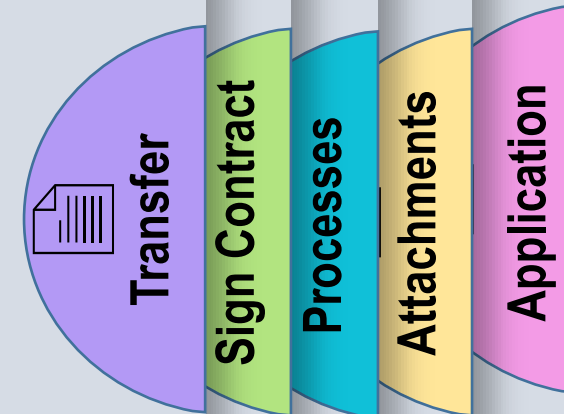
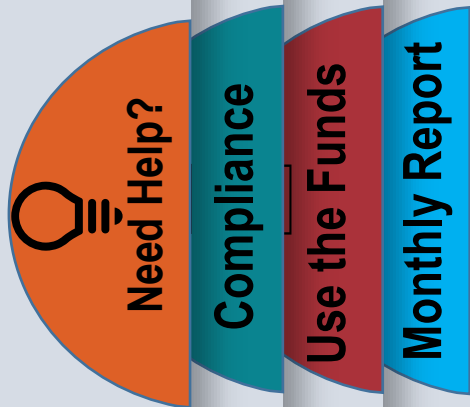


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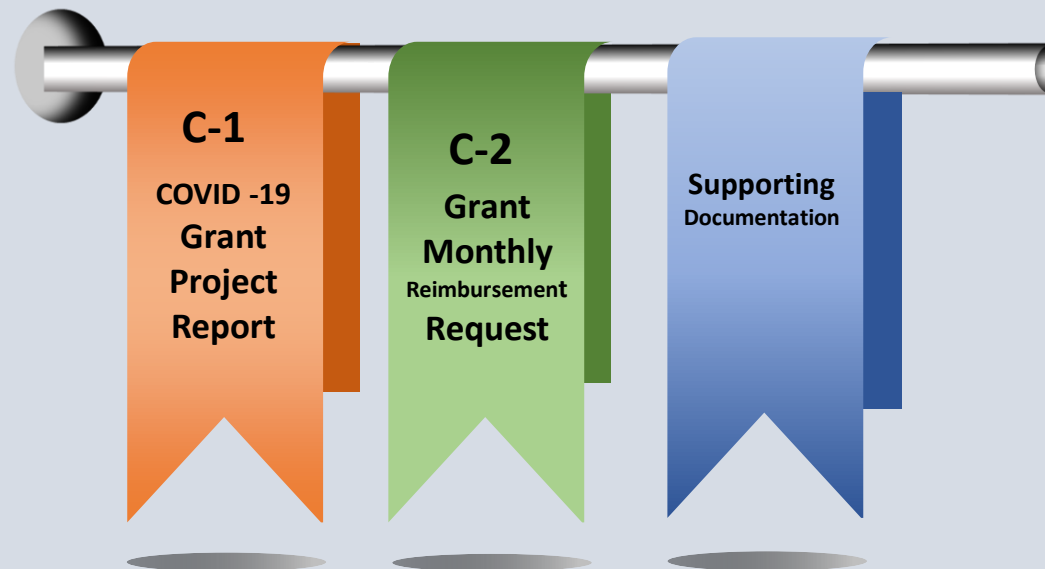
After the contract is signed, NCPRO will either send you a check or initiate a transfer of funds to your bank.



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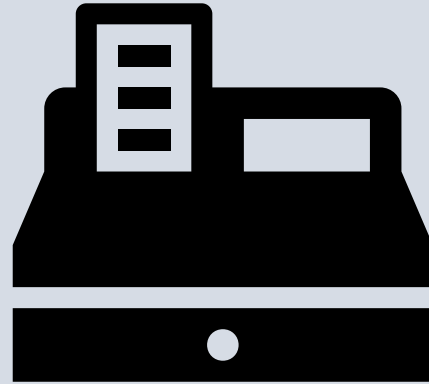
All recipients of funds must submit monthly reports to NCPRO by dates below

Reporting Date	Expenditure Transaction to Include
July 20, 2020	March 1, 2020 – June 30, 2020
August 20, 2020	July 2020 expenditures only
September 21, 2020	August 2020 expenditures only
October 20, 2020	September 2020 expenditure only
November 20, 2020	October 2020 expenditure only
December 21, 2020	November 2020 expenditure only
January 8, 2021	December 2020 expenditure only

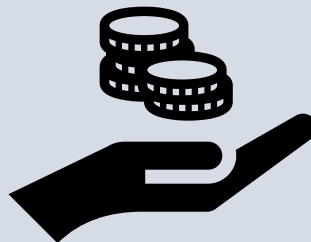


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Use the funds by December 30, 2020



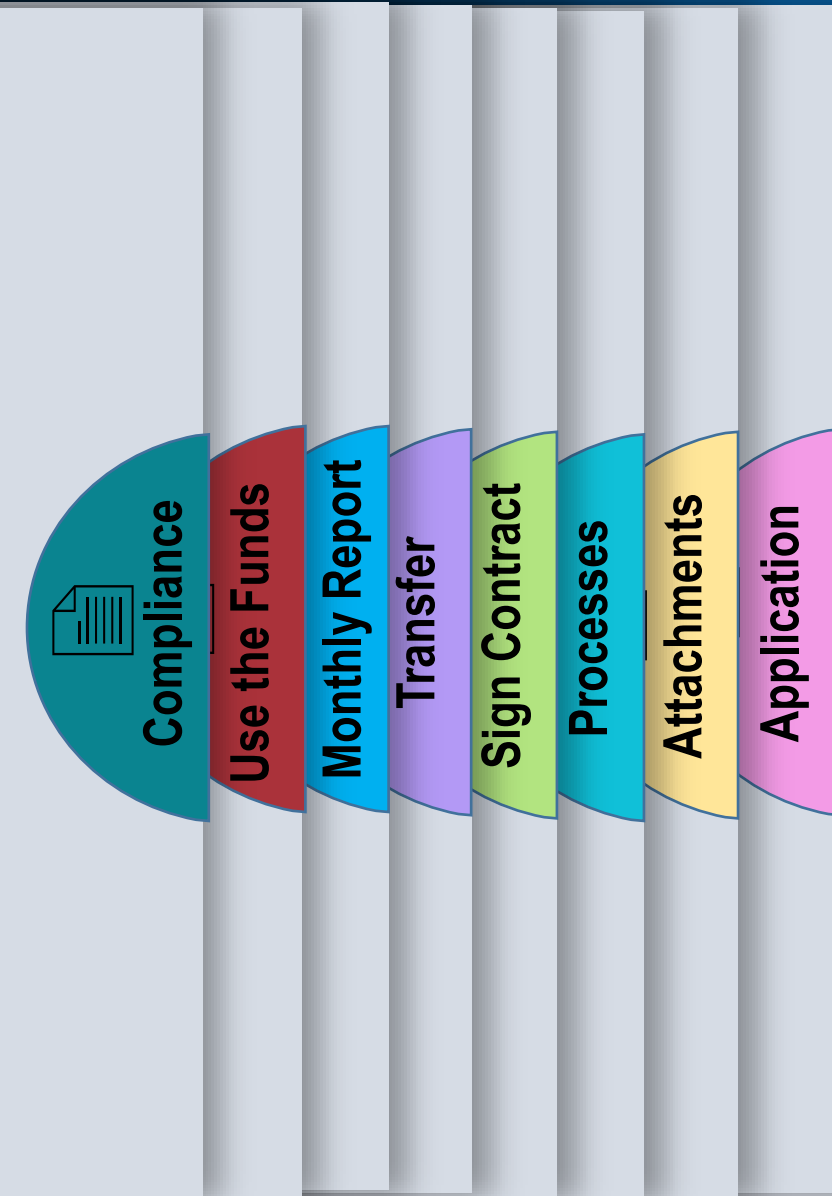
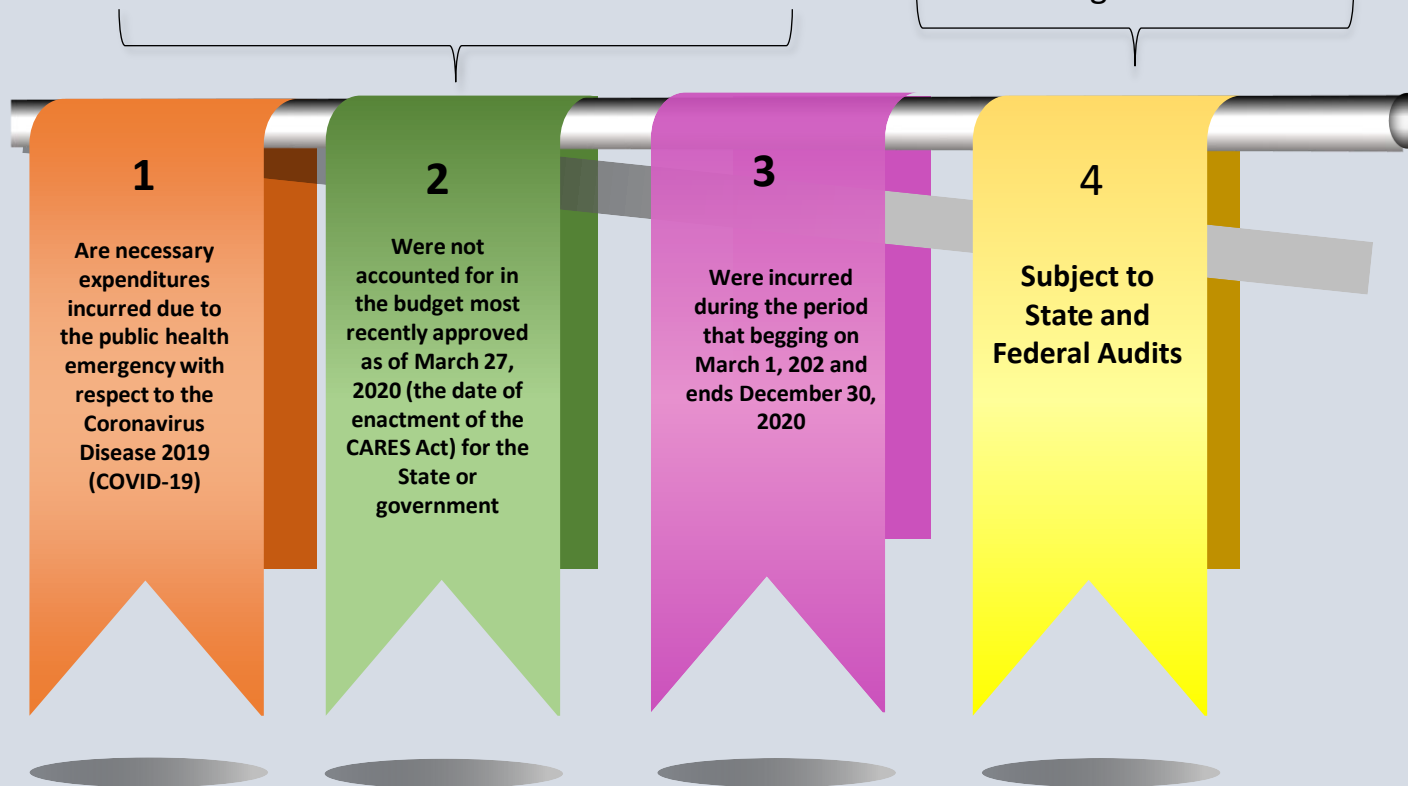
or Return unused funds to NCPRO



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The CARES Act provides that payment from the Fund may only be used to cover cost that:

Fund payments are considered to be federal financial assistance subject to the Single Audit Act



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