



CRF Close Out

Tips and insights for the Coronavirus Relief Fund close-out process

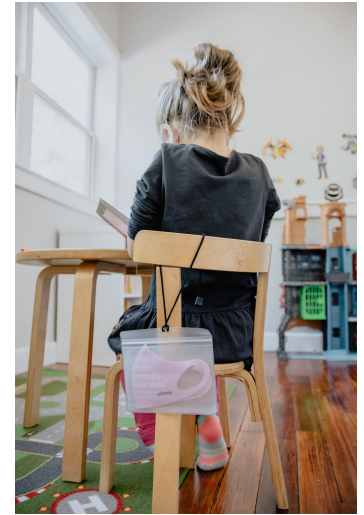


Final spending and reporting deadlines are on the horizon. NCPRO is here to help.

Step 1

Spend remaining funds

If CRF funds remain, expend them on allowable costs as efficiently as possible.



The Dec. 31, 2021, spending deadline is fast approaching.

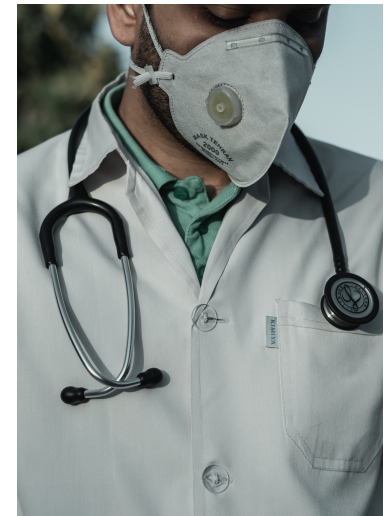
- Until all funds are spent, and all reports are submitted, recipients and sub-recipients remain responsible for monthly reports to NCPRO.
- These monthly reports include Attachments C-1 and C-2, as well as supporting documentation.
- [NCPRO's FAQs document](#) remains available for further details and guidance.



Step 2

Submit an Attachment F

Due no later than January 30, 2022, or within 45 days of final expenditure of CRF, whichever is earlier.



Submit your Attachment F via your reporting link. Contact us if you need your link re-sent to you.

- The report is a narrative of everything you accomplished with CRF funds.
- Please be as descriptive as possible.
- Pictures are encouraged.



There's a PROtalk online to help with this.

- [Click here](#) for a short video from NCPRO's Nate Halubka walking you through a best-practice example of a county Attachment F.
- If you have any questions or concerns, please contact us at NCPRO@osbm.nc.gov



Step 3

Remain prepared for auditing

All uses of CRF funds are being audited by state and federal auditors. Retain all records and audit documentation for at least five years beyond the Dec. 31, 2021, spending deadline.



Step 4

Reminder: Keep CRF separate

As new pandemic relief funding flows from the American Rescue Plan Act, remember to keep CRF funds separate so as to more easily and accurately report on their use.

Congratulations!

Your completion of the reporting process for these funds is one of many vital steps you've taken to help your community when it needed responsive and effective government the most. Thank you for all that you continue to do for the people of North Carolina.