

The North Carolina Pandemic Recovery Office (NCPRO)

Subrecipient Monitoring File Readiness Planner

State Fiscal Recovery Fund (SFRF)

Technical Assistance Resource

Purpose: This **optional planner** helps the pass-through entity (PTE) assess the status of its subrecipient monitoring files in one place and classify each subrecipient as: **(1) Closeout Ready**; **(2) Needs Action**; or **(3) Contact NCPRO Grant Manager**. Use it to identify the priority action and target date needed to move each monitoring file toward closeout readiness. This planner is for internal planning purposes only and does not replace applicable statutes, regulations, award terms, or organizational policies. It is not required by NCPRO. If you have questions, contact your NCPRO Grant Manager.

Entity Name:	
Entity Point of Contact	
Your Entity Type:	☐ Administering Agency ☐ Subrecipient
Your Project Type:	☐ Revenue Replacement ☐ Non-Revenue Replacement
Date Completed:	

Subrecipient	Risk Rating	Monitoring on File	Findings Resolved	Agreement Current	Expenditures Reconciled	Readiness Classification	Priority Action	Target Date
<i>Example — Sample Subrecipient</i>	<i>Medium</i>	<i>Partial</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Needs Action</i>	<i>Reconstruct Documentation</i>	<i>08/15/26</i>

Any 'No' or 'Partial' across the readiness columns generally indicates Needs Action or Contact NCPRO Grant Manager. Use judgment based on the materiality of the gap.

- **Closeout Ready:** Upload NCPRO's closeout forms to PANGRAM and retain records through at least December 31, 2032.
- **Needs Action:** Gaps or deficiencies exist, but the PTE can reasonably address them before closeout.
- **Contact NCPRO Grant Manager:** Gaps exist that the PTE cannot resolve alone. Contact your NCPRO Grant Manager immediately.

NCPRO Grant Manager Contact Plan

Subrecipient	Issue(s) to Discuss with NCPRO Grant Manager	Target Date

Complete this table only for files classified as Contact NCPRO Grant Manager. Do not complete this table for files classified as Closeout Ready or Needs Action.