



**State of Vermont**  
**Agency of Administration**  
**Department of Finance & Management**  
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*Susanne R. Young, Secretary*  
*Adam Greshin, Commissioner*

**TO:** Financial Managers  
**FROM:** Adam Greshin, Commissioner of Finance & Management, and  
Douglas R. Farnham, Chief Operational Officer, Agency of Administration  
**DATE:** January 14, 2021  
**RE:** CRF Spending Reconciliation

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In light of the recently passed Consolidated Appropriations Act, 2021, the Administration has adjusted the timeline for reporting on CRF spending to account for the extension of the CRF covered period until December 31, 2021.

All Vermont entities are required to reconcile CRF spending by **February 1, 2021**. If you require an exception to continue spending CRF after January 31, 2021, please request an extension by emailing the [adm.budget@vermont.gov](mailto:adm.budget@vermont.gov) inbox by February 1, 2021. Please note that extension requests will be assessed on a case-by-case basis and continued spending will only be allowable for previously authorized uses of CRF that have been approved through the COVID-19 Financial Office questionnaire process, with a contingency that Vermont entities follow applicable risk mitigation plans. All entities, including those requesting an extension, are required to reconcile CRF spending by **February 1, 2021**, by answering the following questions for all DeptIds with CRF spending authority.

- Please run a Vision query to obtain a snapshot of “available” CRF in Vision as of February 1<sup>st</sup> AM. Please categorize the “available” CRF in Vision using the following categories:
  - ❖ Incurred CRF-eligible expenses that have yet to be paid (expected within 90 days of an expense being incurred)
  - ❖ Coverage for 25% FEMA match or FEMA denials
  - ❖ CRF-eligible reporting and auditing costs
  - ❖ Any remaining funds not included in the other categories above, and therefore might be available to be returned to the Commissioner of Finance and Management for reallocation
- Please additionally provide a figure of the amount of CRF currently used for expenses for which there is a pending FEMA claim. If the FEMA claim is approved, this reported amount of CRF would be returned to the Commissioner of Finance and Management for reallocation. Amounts should be broken out by FEMA claim if your department has multiple pending FEMA claims with expenses currently charged to CRF.

Thank you in advance for your help ensuring all CRF money is put to work for Vermonters. Please contact your budget analyst if you are in need of assistance.