



Oct. 26, 2020

Dear city and county leaders,

As we approach the final deadline to file Coronavirus Relief Fund (CRF) reimbursement requests, the *CARES FORWARD* team would like to provide a few reminders and updates.

The last day to enter all CRF reimbursement requests to the State is November 1. During the month of October, reimbursement requests can be made every day leading up to the deadline. All cities and counties must submit their requests prior to the reimbursement portal closing on midnight Nov. 1. We are of aware of and understand requests to extend this deadline, but please note that the deadlines imposed on CARES Act funds by U.S. Treasury for compliance, reporting and allocation of all remaining dollars by Dec. 30, 2020 do not make an extension possible.

Your city or county only needs to submit a risk assessment one time. Please know we are working as quickly as possible to review and approve reimbursement requests submitted by cities and counties. As a note, any reimbursement request submitted to our team by Nov. 1 will qualify for review.

As a reminder, this program is reimbursement only and proof of payment is necessary for approval. Additionally, payroll requests must be separated between 'public safety and public health' and 'substantially dedicated employees'. Substantially dedicated employees must meet the criteria of 50% or more time spent on COVID-19 activities in a pay period. Time and activities for these employees must be documented and submitted for review. Failure to accurately report for substantially dedicated employees is one of the top reasons for a request to be rejected.

Finally, the *CARES FORWARD* team is in the process of verifying bank information for over 400 cities and counties. If you have yet to receive a payment on an approved financial activity, our team is working as quickly as possible and will be reaching out within the next two weeks.

If you have any questions, contact the *CARES FORWARD* team any time via e-mail at CRFhelp@omes.ok.gov.

Sincerely,

John Budd
Chief Operating Officer
State of Oklahoma

Mike Mazzei
Secretary of Budget
Office of the Governor