



Oct. 29, 2020

Dear city and county leaders,

Due to the widespread inclement weather and power outages across the state, the CARES FORWARD team is moving the deadline to finalize expenses and submit Coronavirus Relief Fund (CRF) reimbursement requests from November 1 to November 6.

All cities and counties now have until November 6 at 11:59 p.m. to submit their reimbursement requests. Please be aware that the power outage at the State Capitol Complex has impeded our ability to respond to submitted questions. We will be addressing all outstanding items as soon as we are able.

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.

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

Sincerely,

A handwritten signature in black ink, appearing to read "John Budd".

John Budd
Chief Operating Officer
State of Oklahoma

A handwritten signature in black ink, appearing to read "Mike Mazzei".

Mike Mazzei
Secretary of Budget
Office of the Governor