



June 10, 2020

Dear city and county leaders,

As *CARES FORWARD* concludes the first window of receiving city and county reimbursement applications for the CARES Act Coronavirus Relief Fund (CRF), we want to provide a brief update on our shared progress.

First, please note that **today, June 10, is the last day for cities and counties to submit reimbursement applications during the month of June.** The window will reopen during the first 10 days of every month. The State will use the latter half of the month to review and process the requested funds based on guidance issued by the U.S. Treasury. The latest U.S. Treasury guidance is available by [clicking here](#).

We are also pleased to share that the State's new platform to process your applications has been a tremendous success. More than 121 city and counties have registered with the platform, with 41 reimbursement applications submitted to date. Over the course of 8 days and for a total of 24 cumulative hours, *CARES FORWARD* held "office hours" by Zoom to help cities and counties navigate the tool. Our last session will be **today from 2PM to 4PM**. Please e-mail [CRFgrants@omes.ok.gov](mailto:CRFgrants@omes.ok.gov) to get access to the Zoom link.

Lastly, we have included on the second page a frequently asked questions document based on feedback from cities and counties. In the coming days, we will also be sending a follow up letter with more information on auditing and compliance requirements for those who are issued CRF reimbursements.

Thank you for your continued partnership as we work together to move Oklahoma forward.

Sincerely,

Handwritten signature of John Budd in black ink.

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John Budd  
Chief Operating Officer  
State of Oklahoma

Handwritten signature of Mike Mazzei in black ink.

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Mike Mazzei  
Secretary of Budget  
Office of the Governor

*CARES FORWARD*



## Frequently Asked Questions for CRF Reimbursements

June 10, 2020

### **What documentation is required to be uploaded to the portal to ensure qualification for reimbursements?**

**Purchases:** Be prepared to upload invoices and cleared vouchers for purchase orders, if these are available by the reimbursement application deadline. Any of the items not available with submission will need to be kept for validation later.

**Payroll:** Spreadsheet with amounts and summary description of what COVID-related activities were performed. Please keep detail payroll documentation on hand for future audits.

### **What are eligible expenditures for CRF reimbursements?**

- Sick leave for employees who were required to self-quarantine due to exposure to COVID-19 or symptoms
- Personal protective equipment, to include face masks and hand sanitizer
- Additional cleaning services/supplies that were not already planned for in the current budget
- Refunds for rental of city/county-owned places due to closure mandated by Executive Order or Health Department
- Payroll costs for public health or public safety employees for time worked on COVID-related activities
- Payroll costs for other employees for time worked on COVID-related activities, as long as 50% or more of their time for a given pay period was spent on COVID-related activities.

### **What are ineligible expenditures?**

- Revenue loss
- Payroll for employees that were unable to work from home, but also couldn't report to work.

### **When can we expect reimbursement?**

The State's goal is to get reimbursements to cities and counties by the end of each month. There are a couple of housekeeping items that will need to be completed before the first payments are made:

- Cities and counties will need to fill out a subrecipient monitoring risk assessment survey prior to any funds being disbursed. This will be sent out by the end of this week to those that have submitted reimbursement applications to the platform.
- Cities and counties will need to verify the appropriate location related to their state vendor ID. The state will be in touch to get this done.