



**John Budd**  
Chief Operating Officer

**Mike Mazzei**  
Secretary of Budget

June 27, 2020

Dear city and county leaders,

The State of Oklahoma's CARES *FORWARD* team has concluded our first month with receiving and processing cities' and counties' reimbursement requests from the CARES Act Coronavirus Relief Fund (CRF). Roughly \$7.5 million in reimbursements were requested and are in the process of being distributed. This accounts for 2% of the total funds the U.S. Treasury has recommended for distribution through reimbursements to cities and counties from Oklahoma's \$1.2 billion in CRF through the end of the year.

The **window to file new reimbursement requests will open again from July 1 to July 10**. In preparation for this time, CARES *FORWARD* will be holding four Zoom "Help Sessions" to answer your questions and to share best practices, which will include topics such as:

- Brief presentation on what can and cannot be reimbursed with CRF funds, reviewing the latest guidance from U.S. Treasury.
- Lessons learned on what is qualifying for rapid FEMA assistance and how to maximize various federal grant sources for emergency response brought on by the pandemic.
- How to document expenses in a spreadsheet to quicken the approval process and prepare for the inevitable auditing requests from the federal government.
- Best practices for labeling COVID-19 expenses on receipts or invoices with multiple line items.

The CARES *FORWARD* "Help Sessions" days and times are as follows:

- Monday, June 29 at 2:00 p.m.
- Tuesday, June 30 at 2:00 p.m.
- Monday, July 6 at 2:00 p.m.
- Tuesday, July 7 at 2:00 p.m.

The "Help Sessions" will be accessible via Zoom using the following information:

- Link:  
<https://coastalcloud.zoom.us/j/92407522390?pwd=d3krekc3a2xVTVlkZ0pPcEREZGZOQT09#success>
- By Phone: 1-646-558-8656
- Password: 576996

If you have trouble accessing the link, or if you have questions in general, please do not hesitate to reach out by e-mailing our team of professionals at [CRFhelp@omes.ok.gov](mailto:CRFhelp@omes.ok.gov).

In order for a city or county to participate in the reimbursement of CRF funds, you must be a registered vendor with the State. If you have not done this yet, please fill out your information using the following link: [www.governor.ok.gov/crfgrants](http://www.governor.ok.gov/crfgrants). It is not too late to participate in this program that is offering your city and county critical federal funds to support your efforts to respond to and minimize the impact from the COVID-19 pandemic.

Sincerely,

Handwritten signature of John Budd in black ink.

John Budd  
Chief Operating Officer  
State of Oklahoma

Handwritten signature of Mike Mazzei in black ink.

Mike Mazzei  
Secretary of Budget  
Office of the Governor

*CARES FORWARD***Frequently Asked Questions for CRF Reimbursements**

Last updated: 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 detailed 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.