



Oct. 8, 2020

Dear city and county leaders,

As you continue to submit your reimbursement requests to the State, the CARES *Forward* team would like to highlight some best practices when submitting payroll reimbursement requests.

1. When submitting public safety payroll do not include holiday, vacation or sick leave that is not COVID related.
2. Do not submit payroll for personnel that are billed to other municipalities for contractual services (such as a sheriff). The entity that pays for the service can submit for reimbursement.
3. When submitting for non-public safety payroll be sure that personnel meet the requirements for "substantially dedicated". They must spend 50% or more of their time in a pay period on COVID related activities and have documents to support it (such as time sheets). Only the time spent on COVID activities is reimbursable for these employees.
4. Resolutions are not necessary and will not change the State of Oklahoma's guidelines on "substantially dedicated" employees.

As a reminder, the deadline to enter 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.

To comply with upcoming federal reporting requirements, your city or county must upload your nine-digit DUNS number into the appropriate field in the State's online grants management platform. **Please submit your nine-digit DUNS number as soon as possible.**

If you have any questions or need assistance, please contact us at via e-mail, CRFhelp@omes.ok.gov, with your questions and the best contact information to provide timely support.

Sincerely,

John Budd
Chief Operating Officer
State of Oklahoma

Mike Mazzei
Secretary of Budget
Office of the Governor