



John Budd
Chief Operating Officer

Mike Mazzei
Secretary of Budget

July 13, 2020

Dear city and county leaders,

On Friday, the State closed its second window for receiving your reimbursement requests for CARES Act Coronavirus Relief Funds (CRF). As we expected, the amount requested significantly increased by fourfold since June. In light of the various reimbursements filed over the past 10 days, we will be hosting a live webinar this week to provide guidance for how local governments can best identify which expenses qualify for FEMA aid and how this corresponds with CRF reimbursements.

Over the next three weeks, we will be reaching out to you to align your financial aid requests with the best federal funding source. CARES FORWARD's mission is to make this a streamlined and efficient process so we can quickly deliver support for your core services impacted by the COVID-19 pandemic. We are kicking off these efforts with an educational webinar, in which details are noted below:

Q&A Session on Maximizing Federal Funds for COVID-19 Response

Discussion with CARES FORWARD leaders on navigating FEMA aid & CRF reimbursements

When: Wednesday, July 15 from 3PM to 4PM

Who: Oklahoma Emergency Management (OEM) Director Mark Gower
and CARES FORWARD finance team

Join by video:

<https://global.gotomeeting.com/join/512711877>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112) Access Code: 512-711-877

In addition, CARES FORWARD has been contacted by a number of local police stations and county sheriff offices. At this time, we are asking police stations to file CRF reimbursements through the corresponding city and for county sheriff offices to do the same with the corresponding county.

As it relates to public safety, we also want to make you aware that the CARES FORWARD team recently approved \$3.4 million in CRF reimbursements to the Oklahoma Department of Public Safety (DPS) that will invest in three core communication systems to enhance coordination with your local public safety and first responder departments. The Governor and DPS will announce more details later this week, which will assist in your local law enforcement departments consideration of adjusting services for emergency response during this ongoing pandemic.

In closing, we have altered our Frequently Asked Questions document regarding CRF reimbursements that is attached on the second page. Please don't hesitate to contact us if you have any questions CRFhelp@omes.ok.gov.

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: July 13, 2020

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

Purchases: Be prepared to upload invoices and receipts 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
- Costs associated with establishing or improving telework capabilities for public employees
- 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.

FAQ continues on page 3

What type of COVID-19 related expenses should first be submitted to FEMA?

Activities and purchases used for emergency protective measures conducted before, during, or after the COVID-19 pandemic may be eligible if the measures were used to eliminate or lessen immediate threats to lives, public health, or safety. This may include the following:

- Emergency Operations Center Costs
- Disinfection of eligible public facilities
- Medical sheltering including non-congregate sheltering
- Purchase, transportation, or distribution of food, water, ice, medicine, PPE, and sanitation supplies
- Reimbursement for state, tribe, local government or medical staff force account overtime costs
- Temporary medical facilities and/or enhanced medical/hospital capacity and other eligible emergency medical costs
- Security and law enforcement
- Communication of general health and safety information to the public
- Equipment rentals for COVID-19-related items or purchase of equipment if rentals are not available.

How long is it taking to receive a decision and/or funding from FEMA?

The process is expected to take an average of 30-45 days, but could take less time for less complicated projects or more time if the jurisdiction is missing documentation.

Do I need to wait until the city or county has received the FEMA funding before applying for the 25% match from CRF?

No, but you must submit a request for project closeout, including documentation showing proof of payment.

Where can I find additional information?

Additional FEMA info, including the FEMA Public Assistance Applicant Briefing, can be located by visiting www.oem.ok.gov.