



John Budd
Chief Operating Officer

Mike Mazzei
Secretary of Budget

August 5, 2020

Dear city and county leaders,

In an effort to streamline the State's process of reimbursing cities and counties for COVID-19 related expenses from the CARES Act Coronavirus Relief Fund (CRF), CARES *FORWARD* is announcing today a new allocation model for local governments.

As part of this new allocation model, Governor Kevin Stitt is designating approximately \$250 million from CRF to distribute to cities and counties based on a formula of \$77 per capita. The State's model is fashioned after a similar method executed on by the State of Texas, which distributed its CRF funds at \$55 per capita. CARES *FORWARD* calculated city and county populations using the latest 2019 Census estimates, and county populations solely reflect unincorporated areas. We excluded Oklahoma City, Oklahoma County and Tulsa County since Congress provided funds directly to these entities.

To learn your city or county's eligible CRF amount, [please click here.](#)

The CRF allocation model for cities and counties will be in effect until Nov. 1. Beginning today, cities and counties can regularly submit CRF reimbursement requests to the State until their allotted amount is fully claimed or until the deadline. At midnight on Nov. 1, the State's reimbursement portal will close, and CARES *FORWARD* will evaluate remaining funds to determine how best to deploy it to areas of greatest need for combating the COVID-19 pandemic.

In order for a city or county to receive its allocated CRF amount, the following steps must be taken:

- If your local government has not registered for an account with the State's online platform for filing CRF reimbursement requests, please fill out the following form and we will reach out to establish your log in credentials: www.governor.ok.gov/crfgrants
- U.S. Treasury guidelines for reimbursable CRF expenses still apply. You can read what is an eligible reimbursement expense by [clicking here](#) and reviewing the FAQ on page two of this letter. Using your State log in credentials, please submit appropriate documentation as it becomes available for reimbursement. The State will process reimbursements on a first in, first out basis.
- Cities and counties must complete the State's risk assessment survey by September 15, 2020 and before approved CRF funds can be delivered.

Over the past two months, CARES *FORWARD* has approved \$17.4 million in CRF reimbursements to 90 cities and counties across Oklahoma, with tens of millions more pending approval. In all, roughly 86% of funds remain available for cities and counties to apply for over the next three months.

Governor Stitt tasked us to get these critical funds in your hands as soon as possible and with maximum flexibility, which is our intent with the new CRF allocation model. In the next week, we will be working with your associations to hold Q&A sessions to help you navigate your eligibility for additional federal funds to support local public services impacted by COVID-19. Please stay tuned for further details. In the meantime, if you have questions please contact 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: 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.