



John Budd
Chief Operating Officer

Mike Mazzei
Secretary of Budget

Sept. 1, 2020

Dear city and county leaders,

We are writing to remind you that three critical deadlines are approaching that will impact your city's or county's ability to claim CARES Act Coronavirus Relief Funds (CRFs) this year. **Currently more than 300 cities and counties have not fulfilled one or more of these requirements:**

- **No later than Sept. 8**, local governments must be registered for an account with the State's online grants management platform for filing CRF reimbursement requests. If you have not received log in credentials, please submit your information here as soon as possible: www.governor.ok.gov/crfgrants
- **Before Sept. 15**, local governments must submit through the State's grants management platform at least one documentation for reimbursement. The receipt can be of any size and represent a single eligible expense while you gather documents for all qualifiable expenses dating back to March 1, 2020. This creation of a financial activity is important to begin the process for the risk assessment.
- **By Sept. 15**, local governments must complete the State's risk assessment form. This could take several days to complete. Please do not wait until the deadline to begin this critical step. Attached to our letter is a blank risk assessment form as well as a FAQ about the risk assessment process.

As a reminder, Governor Stitt and the CARES *FORWARD* team announced last month a new CRF allocation model for cities and counties. With this model, Governor Stitt dedicated \$250 million in CRF to cities and counties based on a formula of \$77 per capita. While these funds will be available to you for reimbursements until Nov. 1, the steps listed above are required in order to successfully capture your funds over the next couple months. Our process is rigorous so that we can ensure all parties are in compliance from the onset in preparation for federal and state audits. For more information on the funds your city or county could qualify for, please click here: <https://caresact.ok.gov/grant-programs/crf-support-cities-counties>.

In closing, we have heard from a number of cities and counties that they have been contacted by consultants offering to assist you in capturing CRF. While you are welcome to hire a firm to assist with your own auditing needs, please know that you do not need a third party to communicate with our team. We have a strong system in place for the State to directly support city and county governments. If you need assistance, please contact us at any time via e-mail, CRFhelp@omes.ok.gov, with your questions and the best contact information to provide timely support.

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:
The Process to Complete a Risk Assessment**

Last updated: September 1, 2020

- 1. Do I have to fill out a risk assessment for every claim?**
No. One is plenty.
- 2. Why is my email/telephone number/etc. not being accepted by the system?**
We are not sure why this happens. Logging out and logging back in usually solves the issue.
- 3. What do I enter in the fiscal year fields?**
The correct input is the four-digit year. Consider “Last” Fiscal Year to mean the most recently completed fiscal year.
- 4. Who is my executive director/chief financial officer/grant program officer?**
This varies by organization, but the information being solicited is who is involved with the administration of federal funds. The executive director could be a mayor, county commissioner, or any individual who would be closest to having ultimate authority over decisions within the jurisdiction. The chief financial officer would be the person whose most responsible over financial matters. The grant program officer is who is most responsible for the administration of the funds.

If applicable, the same individual may be entered for more than one of these categories. However, this could have a negative impact on the risk score due to segregation of duty concerns.
- 5. How many audits/SEFA reports/etc. should I upload?**
No more than three.
- 6. The system is not accepting my uploads, what should I do?**
Logging out and logging back into the system usually solves the issue. In the event this does not resolve the situation, the documents can be emailed to matt.clarkson@omes.ok.gov and they will be forwarded to the person reviewing the risk assessment form.

7. What is the indirect cost rate?

An indirect cost rate is a way to recover cost of administrating federal grants. For instance, the a/p clerks or treasurer of your city do not bill their time to the grants whose expense they pay, but their workload is effected as result of grant administration. Most grant administrators use a “de minimis” amount (which is 10% of direct costs) in order to get those basically unknown cost reimbursed.

More advanced grant administrators, however, may negotiate a more specific rate with the federal government.

Generally, when cities and counties are unsure of what an indirect cost rate is, the likely answer to that question is “no.”

8. How many years back should we report for lawsuits?

Only currently active lawsuits are needed for our assessment.