



Sept. 28, 2020

Dear city and county leaders,

Congratulations on taking the required steps to date to ensure your community captures its allotment of Coronavirus Relief Funds (CRF). In order 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. A job aid to walk you through this process is attached. **Please submit your nine-digit DUNS number by Friday, Oct. 2.**

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. All cities and counties must submit their requests prior to the reimbursement portal closing on midnight Nov. 1.

In closing, we have continued to hear from cities and counties that they have been contacted by consultants offering to assist you in capturing CRF. Please remember we have a strong system in place for the State to directly support city and county governments. If you need assistance, contact us at any time via e-mail, [CRFhelp@omes.ok.gov](mailto: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.

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John Budd  
Chief Operating Officer  
State of Oklahoma

Handwritten signature of Mike Mazzei in black ink.

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Mike Mazzei  
Secretary of Budget  
Office of the Governor