



John Budd
Chief Operating Officer

Mike Mazzei
Secretary of Budget

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To Oklahoma's Mayors and County Commissioners,

In follow up to our introductory communications last week, the State of Oklahoma is quickly moving forward on standing up an online platform to facilitate the reimbursement process for cities and counties on CARES Act Coronavirus Relief Funds (CRF). ***We are writing to notify you of two critical needs from cities and counties to ensure the State can meet our goal to formally begin processing requests for CRF reimbursements by June 1.***

First, the State's platform to facilitate reimbursements is scheduled to go live this week. Each city and each county, which anticipate a need to file for CFR reimbursement, will receive one log in credential for the online platform. At your earliest convenience, please utilize this link to submit information for the State to create one account for your city or your county: <https://bit.ly/3dQE6th>.

Once your information is submitted, the State will follow up with a confirmation e-mail and with additional training support for the new platform, to include a 5-minute instructional video and details on how to access "IT office hours" with the platform developer, Guidehouse.

The second need is for cities and counties to become familiar with the State's latest guidance for reimbursements on page two of this letter. The U.S. Treasury is holding regular calls with States regarding its evolving guidance on what is eligible for CFR reimbursements. On Thursday, the U.S. Treasury notified States that CRF funds cannot be accessed to reimburse for a city, county, or State agency's share of a Federal Emergency Management Agency (FEMA) grant. The State's mission is to maximize all federal dollars available for local governments during this unprecedented time and to maintain the integrity of CRF dollars for COVID-19 related expenses, emergencies, and forward planning. As such, the State strongly encourages for cities, counties, and State agencies to prioritize applications for FEMA grants where eligible.

In closing, the State remains committed to transparency and accountability in the distribution of CARES Act funds. This past week, the State launched a new page on Oklahoma's Online Checkbook where we will post daily the latest CFR reimbursements: <https://checkbook.ok.gov>. Modifications are underway to continue to make it user friendly and expand access to data, which will include information on how funds are distributed and utilized by local governments.

If you have any questions about the latest guidance, or difficulties with the links provided, please e-mail us at CRFHelp@omes.ok.gov for quick assistance from our team.

Sincerely,

John Budd
Chief Operating Officer
State of Oklahoma

Mike Mazzei
Secretary of Budget
Office of the Governor



Coronavirus Relief Fund
Procedures for Submitting Request for Reimbursement of Expenditures
From Cities and Counties
Updated 5/15/20

Summary

The state has received funds pursuant to the CARES Act to distribute to cities and counties. Cities and counties may request reimbursement for expenditures made as a result of COVID-19 pursuant to the following procedures. Requests will be reviewed by the CARES Act Finance Team. Available funds will be allocated to local governments based on the type of expenditure, the volume of requests, and the balance of funds available.

Procedures

- 1) Carefully track all costs related to COVID-19.
 - a. Cities and counties should designate COVID-19 expenses within a unique and identifiable dimension in general ledger system. This code should be used on POs, Vouchers, and P-card purchases.
 - b. Time spent on COVID-19 related issues should be tracked using a unique identifier.
 - c. These codes are to enable CARES Act Finance Team to monitor COVID costs and can be used by cities and counties when producing reimbursement requests.
 - d. Cities and counties must track COVID costs within their systems for the purpose of requesting reimbursement. These costs must also be reported to CARES Act Finance Team upon request.
- 2) Requests for reimbursement from the Coronavirus Relief Fund should include only *paid* expenditures (including P-card). POs established but not paid, will not be reimbursed until after the expenditure is complete.
- 3) Expenses that are covered by insurance, reimbursed by other federal programs, or that were already included in your FY-2020 budget prior to March 1, 2020, are not eligible.
- 4) **Payroll Costs**

According to federal guidance, payroll costs are considered eligible if the employee is substantially dedicated to the public health crisis. Reimbursement may be requested for the following payroll costs:

 - Public health employees assigned to COVID-related functions;
 - Public safety employees assigned to COVID-related functions;
 - Any additional payroll costs experienced by agencies for employees who are spending at least 50% of their time on COVID-related activities, on a person-by-person and payroll-by-payroll basis. For example, if an employee spent over 50% of their time tracking COVID-related costs during a particular pay period, the payroll costs attributable to COVID activities may be included on the reimbursement request.
- 5) Reimbursement requests should be submitted in the OkGovGrants platform. If your city or county is not currently registered as a vendor with the state, please submit your information using this form: <https://bit.ly/3dQEF6th>. This is how your reimbursements will be paid to you.



- 6) **Deadlines** - Requests should be submitted on a monthly basis. The first request is due June 10 and should cover expenditures from March 1 through May 31. Future requests are due on the 10th of the following month.
- 7) All requests received will go through the CARES Act Finance Team for approval. All reimbursement requests will go through an approval process and funds will be reimbursed up to 100% depending on the total amount of claims and the funds available. A reimbursement of 100% is not guaranteed.
- 8) Each subsequent request should not be cumulative and should not repeat any expenditure previously requested.
- 9) Expenditures from a prior month for which reimbursement was never requested may be included in a future month's request.
- 10) All requests are subject to audit and monitoring. Additional documentation must be provided upon request.

The reimbursement request must be submitted through the State's reimbursement platform by one of the government's official approving officers.