

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Memo

To: Presidents
From: Chancellor Glen D. Johnson
Date: Friday, November 6, 2020
Subject: Process for Receiving Reimbursement from Coronavirus Relief Fund

Following up on my memo regarding the availability of \$7 million from Oklahoma's Coronavirus Relief Fund for reimbursing our colleges and universities for certain COVID-19 related expenditures (Attachment 1), we have received instructions from the Office of Management and Enterprise Services (OMES) for institutions to follow in seeking reimbursement.

According to OMES, **each institution must submit the following documents to Meagan Rhodes in the OMES budget division via e-mail at Meagan.Rhodes@omes.ok.gov no later than December 1, 2020:**

- Risk Assessment (Attachment 2)
 - If a previous audit for the institution is available, please submit the audit as a separate attachment.
- Federal Funding Certification (Attachment 3)
 - Institutions must sign and notarize this document.
- Reimbursement Template (Attachment 4)
 - Institutions may submit any of the following expenditures made in response to this current COVID-19 pandemic:
 - PPE
 - Sanitization efforts
 - Facilitation of distance learning
 - Facilitation of telework
 - Establishment of quarantine areas
 - Facilitation of social distancing
 - Communication and enforcement (signage, notifications, etc.)
 - Please note that there is an attestation on the reimbursement spreadsheet that is meant to ensure that none of the items submitted for reimbursement requests have

been paid for with any other federal dollars or submitted for reimbursement through any other federal program.

Additionally, institutions must include the following attestation in the body of the e-mail when requesting reimbursement:

- “I certify that the expenditures submitted in the attached document were expended as a result of the COVID-19 emergency; that no other reimbursement from the federal government, insurance or any other source is available for these expenditures; and that the expenses were not included in the agency’s FY 20 budget prior to the public health emergency. I understand that the reimbursement request is subject to audit and additional documentation must be made available upon request.”

The amount of funding available to each institution for reimbursement of eligible expenditures is listed in Attachment 5.

If you have any questions regarding the reimbursement process from the Coronavirus Relief Fund, please contact Meagan Rhodes at Meagan.Rhodes@omes.ok.gov or (405) 521-6664.

Thanks.

Glen

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Chancellor

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