

Prepared For: City of Pryor Creek  
6.18.20



# PRYOR/MAYES RESILIENCE TRANSPORTATION & ECONOMIC PROJECT

Preliminary Engineering Report (PER)

City of Pryor, Oklahoma

Prepared By:  
Planning Design Group & GH2 Architects

# ACKNOWLEDGMENTS



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# PRYOR/MAYES RESILIENCE TRANSPORTATION & ECONOMIC PROJECT

## Preliminary Engineering Report (PER)

### 1. PURPOSE

The US Economic Development Association is required to complete an engineering review for all construction and design projects before making an award. EDA's Application Form (Form ED-900, Application for EDA Assistance) and related forms require Applicants to provide key information about the proposed construction and design projects to enable EDA to complete its requisite reviews. All applications for construction and design assistance must complete the Preliminary Engineering Report (PER). The following outline provides more detailed information on these requirements in order to assist Applicants in preparing their application.

### PRELIMINARY ENGINEERING REPORT (PER) REQUIREMENTS

In order to be considered for assistance, all construction and design applications must include a PER. This report shall serve as the City of Pryor's Preliminary Engineering Report and provides the EDA with all required minimum information as stated in the Application Form ED-900.



### 2. EXECUTIVE SUMMARY

The project includes new construction of a 50-person capacity public COVID-19 Relief Station and Storm Shelter structure, which also serves as public restroom facilities, and a small future building structure. These facilities are located under a new covered park shelter on a paved, multi-use plaza area adjacent to a future municipal park in downtown Pryor, Oklahoma.

The primary purpose of the structure is the COVID-19 Relief Station Storm Shelter, and covered protected Pavilion for the park users and local residents to access during community disaster events. The location of this facility near the central mature portions of the city, offers easy access by areas of the community considered low to moderate income. Many of the aged residential dwellings in the immediate area are not provided with individual storm shelter facilities and therefore, the location of and the presence of this COVID-19 Relief Station and Storm Shelter offers a community safety upgrade for local residents.



### 3. MINIMUM REQUIRED INFORMATION

#### A. DESCRIPTION OF PROJECT COMPONENTS

##### REQUIRED

Provide a general description of all project components involved in the project. Indicate where the project involves the construction of new facilities or the renovation or replacement of existing ones. Describe each of the project components in terms of dimensions, quantities, capacities, square footage, etc.

##### RESPONSE

The primary purpose of the project is to construct a Community Shelter with an outdoor covered protected Pavilion to aid local residents to centralize public assistance access during Community health and disaster occurrences such as Covid-19 pandemic. The location of this facility near the central mature portions of the city offers easy access by areas of the community considered low to moderate income facilities. Many of the aged residential dwellings in the immediate area are not provided with individual shelter facilities and therefore, the location of and the presence of this Community Shelter offers a community safety upgrade for local residents. This would include electrical, water, sanitary sewer services to support mobile testing and clinical services. This site traditionally serves as the transportation hub of the community due to its close location to highways, city streets, bike paths, city hospital and Mid-America Industrial Park.

Planned uses connected with CARES Act includes;

- 1) Outdoor drive thru Testing/ clinic center for all types of medical and health events
- 2) Staging area for emergency food and water delivery.
- 3) WIFI hotspot for tele-med availability

- 4) Place for seniors to social distance and have classes (yoga, stretching, healthy food classes).
- 5) Farmers market for food availability when there is an event that causes shortages or on a regular basis(working with Hope coalition)
- 6) Outdoor area for officials to hold community meetings.
- 7) Job fairs as we work through the Covid19 crisis

#### B. PROVIDE SCHEMATIC SKETCHES OF PROJECT

##### REQUIRED

Provide Sketches of schematics showing the general layout and location of the existing site conditions and of the project components as well as location of project beneficiary(s) identified in Section B.5 of Form ED-900 that provide economic justification for the project, if any. Rough dimensions and quantities for major project components should be shown and labeled on the drawings. Drawings should clearly identify the project components that are being proposed. Applicants are encouraged to clarify such drawings, for example, through color coding, labeling, and other appropriate methods.

##### RESPONSE

Refer to Exhibits 1 - 9 in the Appendix Section of this document.

### 3. MINIMUM REQUIRED INFORMATION

#### C. VERIFY CONSISTENCY WITH EDA INVESTMENT PROJECT DESCRIPTION

##### REQUIRED

Provide a statement verifying the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section A.2 of Form ED-900. Engineering reports that describe project components that are inconsistent with the EDA investment project description in Section A.2 of Form ED-900 will not be considered valid.

##### RESPONSE

The Lead Applicant for this project is the City of Pryor Creek, Oklahoma. The city has partners with several local organizations, including Mayes County Commissioners, Mid America Industrial Park, and other local organizations to provide local match money commitments to the successful completion of this project. All organizations associated with this project fiscal years run July 1 to June 30.

Major project components are a COVID-19 Relief Station and Storm Shelter enclosure open to a capacity in excess of 50 persons constructed to withstand Tornadoic and Straight wind storms up to level 3+. Oklahoma is prone to many such storm events of this scale each calendar year. Storm Shelters will be open to local and traveling persons in event of such occurrences. The Pavilion Covering provides an enlarged area for users of the Park and amenities a protected area to congregate and also rapid protected travel path to the Storm Shelter enclosures as required.

The Park, through local funding, will include areas for family gatherings, children play areas, civic functions and the trail system will provide the connector means to bring the entire community alternative means to access the Park. Connecting the Park to an emerging commercial and residential district south of the central business area promotes a community unity and allows those residents access to the community storm shelters in time of need.

### 3. MINIMUM REQUIRED INFORMATION

#### D. PROVIDE A FEASIBILITY ANALYSIS

##### REQUIRED

Provide a feasibility analysis for the constructibility of the project, including a review of the existing conditions and noting features, alignments, and events affecting construction of project components.

##### RESPONSE

The existing site has been an urban property for over 80 years. Maintenance of the site with vegetative grass cover at or below 6 inches indicates that the entire site is not a candidate for the Burying Beetle habitat. In addition, most of the site at one time was occupied by wood frame single family homes. Removal of those structures including foundations required the disturbance of the ground for excavation and backfill thus mitigating the possible site for historical or archeologic sites. A record search indicates that no commercial businesses were on the property which could have resulted in underground hydrocarbon storage or operations which would be considered environmental hazardous entities.

The proposed site area appears to be suitable for construction of the proposed Phase 1 project. The existing site is clear of visible obstacles and is relatively flat with no existing structures. The site area is easily accessed by vehicles and construction equipment. Sufficient adjacent areas on the property will provide ample space for construction staging and equipment. The necessary municipal utilities are available in the adjacent rights of way.

All existing utilities are currently available to the site. All utilities including electric, gas, water, and sewer are owned by the local Pryor Municipal Utility Board (MUB). MUB is a charter driven public trust of the City of Pryor and as such all service extensions, connections or electrical transformers shall be provided by the MUB as local match in-kind services. On site extension to serve the restrooms/ storm shelter facility within the footprint of the Pavilion structure will be provided by certified mechanical / electrical contractors. This project will not require the replacement or upgrading of any public utilities to serve the site. Storm sewer drainage systems are also provided adjacent to the site with adequate capacity for the expected and projected stormwater run-off from the completed site. The storm sewer system is owned and operated by the City of Pryor.

### 3. MINIMUM REQUIRED INFORMATION

#### E. PROPOSED METHOD OF CONSTRUCTION

##### REQUIRED

Explain the proposed method of construction. Indicate whether construction procurement shall be done through competitive bid or other method. Indicate if any portion of the project is to be done by design/build, construction management at risk, by the applicant's own forces, or whether a third-party construction manager will be used. If an alternate construction procurement method (other than traditional design/bid/build with sealed competitive bid process) is proposed, a construction services procurement plan must be provided to EDA for approval in accordance with EDA's regulation at 13 C.F.R. 305.6(a).

##### RESPONSE

The proposed method of construction procurement will be through a traditional "design/bid/build" process with a single General Contractor. The competitive bidding process will be conducted in compliance with applicable State of Oklahoma Competitive bidding laws. The construction of the project would be administered by the City of Pryor with professional support from the project architect, landscape architect, and engineering consultants.

#### F. NUMBER OF CONSTRUCTION CONTRACTS ANTICIPATED

##### REQUIRED

Explain the number of construction contracts anticipated. If multiple contracts are proposed, provide a description of the project components included in each contract. If separate contracts are anticipated for demolition or site work, the budget information cost classification should reflect the estimated costs for these components. If project phasing is proposed, a project phasing request must be provided to EDA for approval per EDA's regulation at 13 C.F.R. 305.9(a).

##### RESPONSE

It is anticipated that the project will only have one construction contract as outlined in Section 3E. Proposed Method of Construction.

#### G. CONSTRUCTION COST ESTIMATE

##### REQUIRED

Provide a current detailed construction cost estimate for each of the project components, showing quantities, unit prices, and total costs. Provide a basis for the determination of construction contingencies.

##### RESPONSE

Refer to Cost Estimate Exhibits 10-12 in the Appendix Section of this document.



### 3. MINIMUM REQUIRED INFORMATION

#### H. COST FOR REAL PROPERTY

##### REQUIRED

If the budget includes costs for real property acquisition, the Applicant should include a current fair market value appraisal completed by a certified appraiser for the property to be purchased.

##### RESPONSE

The grant application does include the real purchase of property for location of the Storm Shelter and Protected Pavilion. The fair market value of the property has been established by the Mayes County Assessor at \$350,000 for 2019. An independent certified appraiser has been retained to verify the above county assessed value.

#### I. LIST OF PERMITS REQUIRED

##### REQUIRED

Provide a list of all permits required for the proposed project and their current status. Identify all permits required; include the timeline to obtain the permits and discuss how the permitting relates to the overall project schedule. If the project crosses a railroad right-of-way or is within a railroad right-of-way, provide an explanation of any permitting or approvals that may be required from the railroad or other authority and the time frame for obtaining these permits or approvals.

##### RESPONSE

It is anticipated that the only construction permits will be standard

new construction and trade permits that will be issued by the authority having jurisdiction, the City of Pryor. The project is not located on or near a railroad right-of-way.

The existing site has been an urban property for over 80 years. Maintenance of the site with vegetative grass cover at or below 6 inches indicates that the entire site is not a candidate for the Burying Beetle habitat. In addition, most of the site at one time was occupied by wood frame single family homes. Removal of those structures including foundations required the disturbance of the ground for excavation and backfill thus mitigating the possible site for historical or archeologic sites. A record search indicates that no commercial businesses were on the property which could have resulted in underground hydrocarbon storage or operations which would be considered environmental hazardous entities.

#### J. ESTIMATED PROJECT SCHEDULE

##### REQUIRED

Provide an overall estimated project schedule, including the number of months for each of the following:

- 1) Design Period
- 2) Period of time to obtain required permits
- 3) Period of time to obtain any required easements of rights-of-way
- 4) Solicitation of bids and awarding of contracts
- 5) Construction period

##### RESPONSE

- 1) 4 months
- 2) 3 months (includes Environmental Review Process)
- 3) Not applicable
- 4) 2 months (concurrent with permitting time in #2 above)
- 5) 8 months

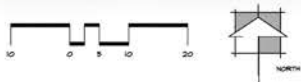
# APPENDIX

## EXHIBIT 1: ILLUSTRATIVE SITE PLAN



### LEGEND

- 1. PAVILION
  - RESTROOMS (STORM SHELTER FOR 50)
  - FUTURE BUILDING
- 2. ICONIC PRYOR LETTERS
- 3. WATER FEATURE
- 4. EVENT STAGE
- 5. EVENT LAWN
- 6. FOOD TRUCK COURT
- 7. PLAYGROUND
- 8. STREET PARKING
- 9. EXISTING TREE
- 10. ALLEY ACCESS



# APPENDIX

## EXHIBIT 2: PAVILION FLOOR PLAN

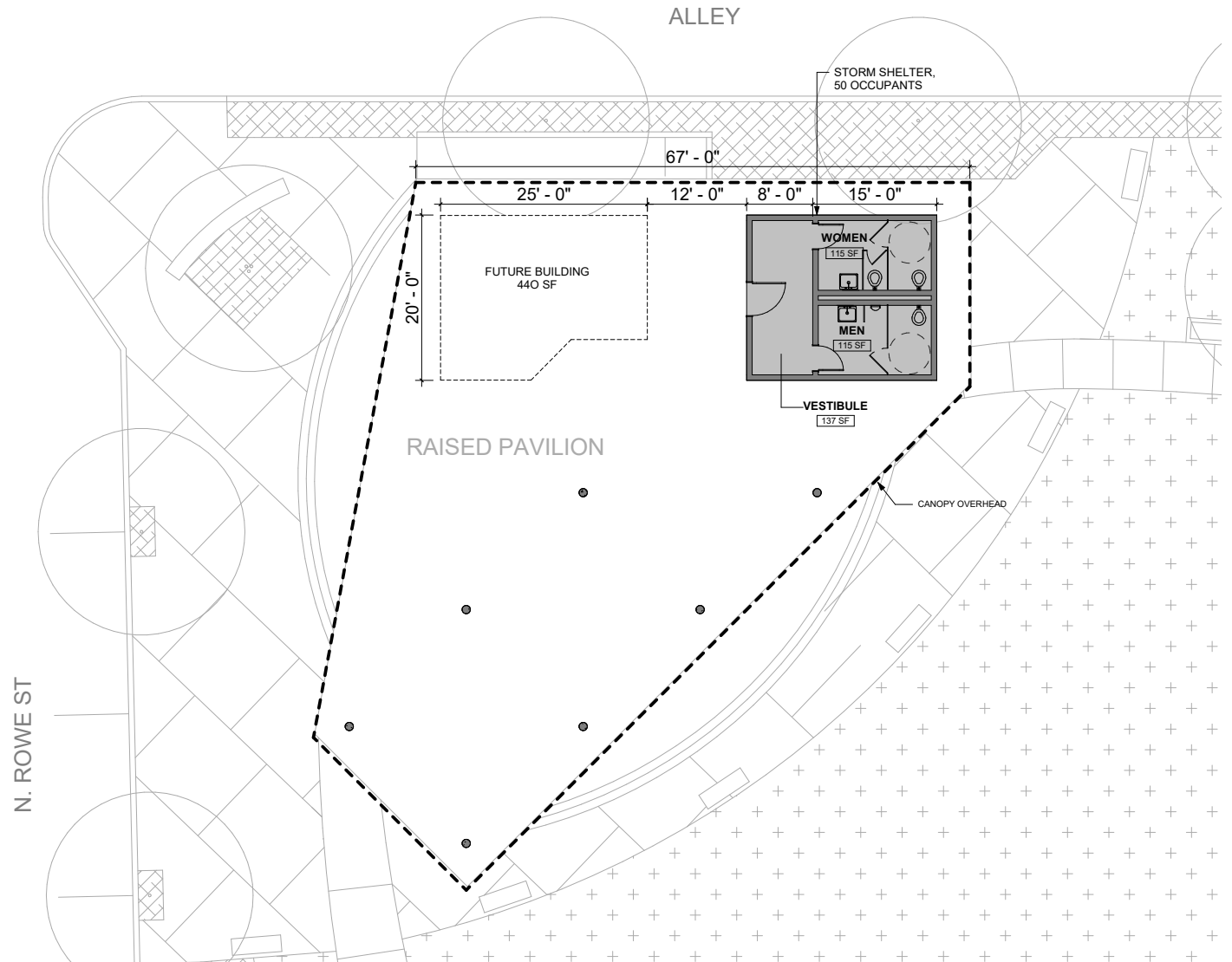
### STORM SHELTER INFORMATION

TOILET/SHELTER: 460 GROSS SQUARE FEET  
(367 NET SQUARE FEET)

VESTIBULE: 137NSF / 5SF = 27 OCCUPANTS  
TOILETS: 230NSF / 10SF = 23 OCCUPANTS  
TOTAL: 50 OCCUPANTS

### PROJECT INFORMATION

TOILET/SHELTER: 460 GROSS SQUARE FEET  
FUTURE BUILDING: 440 GROSS SQUARE FEET  
CANOPY: 4,350 SQUARE FEET



# APPENDIX

## EXHIBIT 3: PAVILION PERSPECTIVE LOOKING NORTH



# APPENDIX

## EXHIBIT 4: PAVILION PERSPECTIVE LOOKING EAST



# APPENDIX

## EXHIBIT 5: PAVILION AT NIGHT



# APPENDIX

## EXHIBIT 6: PAVILION AERIAL VIEW



# APPENDIX

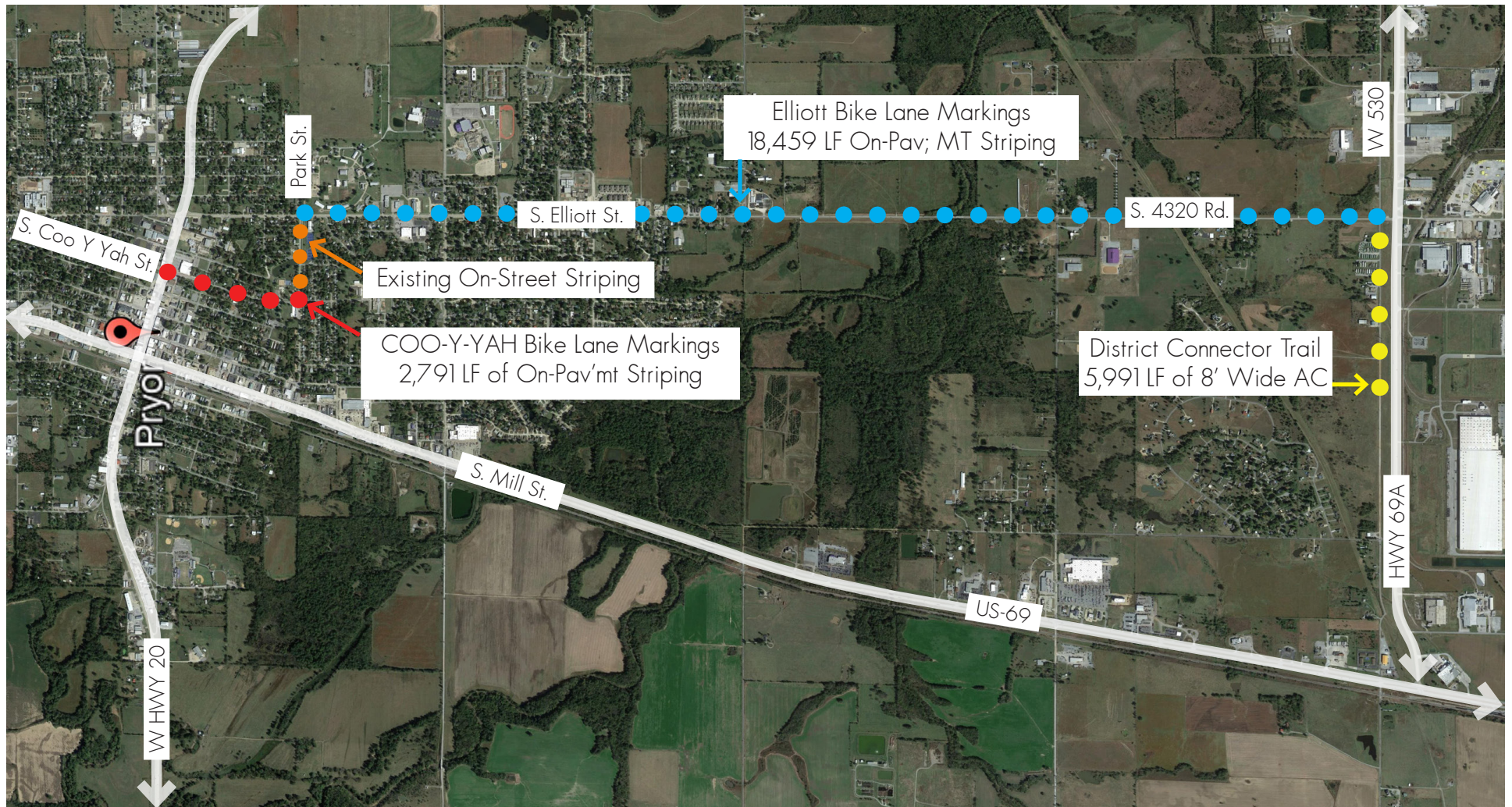
## EXHIBIT 7: INTERSECTION OF BROWN PL. & N. COO-Y-YAH ST. PARK ENTRANCE





# APPENDIX

## EXHIBIT 8: PRYOR CREEK TRAIL LOCATION MAP



# APPENDIX

## EXHIBIT 9: COST ESTIMATE SUMMARY SHEET



### Estimate of Construction Cost Preliminary Budget Estimate

Date: April 23, 2020  
 GH2 Project #: 20200054  
 Project: Pryor Park - Phase 1

Item	Description	Total
<b>EDA GRANT FUNDS</b>		
1	Storm Shelter/ Pavilion Building	\$ 651,357.72
2	Land Acquisition	\$ 350,000.00
3	Grant Administrator	\$ 56,000.00
<b>TOTAL GRANT</b>		<b>\$ 1,057,357.72</b>
<b>LOCAL MATCHING FUNDS</b>		
1	Site Work	\$ 298,613.49
2	Bike Trail Markings on Pavement (DWT - 69A)	\$ 214,000.00
3	District Connector Trail 8' wide AC surface	\$ 680,700.00
4	Building Design Fee	\$ 63,833.06
5	Sitework Design Fee	\$ 29,264.12
<b>TOTAL</b>		<b>\$ 1,286,410.67</b>
<b>TOTAL PHASE 1, PROJECT GRANT + LOCAL MATCHING FUNDS</b>		<b>\$ 2,343,768.39</b>

General Notes:

- \* Estimate based on cost precedent using 2020 RS Means data and historical records.
- \* Contact GH2 for cost escalation factors.
- \* Hazardous materials remediation not included.

This cost estimate of the Cost of Work represents the Architect's judgment as a design professional familiar with the construction industry using techniques appropriate to the phase of the design documents and the Architect's scope of services. It is recognized that the Owner or the Architect has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions; accordingly, it is agreed that the Architect cannot and does not warrant or represent that the bids or the Cost of Work will not vary from this estimate or the Owner's budget.

# APPENDIX

## EXHIBIT 10: PAVILION & PAVILION SITE WORK COST ESTIMATES

**GH2 ARCHITECTS**  
Design. Service. Solutions.

Estimate of Construction Cost  
Preliminary Budget Estimate

Date: April 23, 2020  
GH2 Project #: 20200054  
Project: Pryor Park - Phase 1

Item	Description	Unit	Quantity	Unit Cost	Total
<b>PAVILION - BUILDING</b>					
<b>A. SUBSTRUCTURE</b>					
A10	Foundations				
	a. Standard foundations	SF	4,350	\$ 8.50	\$ 36,975.00
	b. Slab on grade	SF	4,350	\$ 6.50	\$ 28,275.00
<b>B. SHELL</b>					
B10	Superstructure				
	a. Roof construction	SF	4,350	\$ 40.00	\$ 174,000.00
B20	Exterior Enclosure				
	a. Exterior walls	SF	1,038	\$ 37.50	\$ 38,925.00
	b. Exterior doors, single	OPN	3	\$ 3,500.00	\$ 10,500.00
B30	Roofing				
	a. Roof covering	SF	4,350	\$ 17.50	\$ 76,125.00
	b. Gutters	LF	100	\$ 12.00	\$ 1,200.00
	c. Downspouts	LF	75	\$ 10.00	\$ 750.00
<b>C. INTERIORS</b>					
C10	Interior Construction				
	a. Toilet partition	EA	3	\$ 1,250.00	\$ 3,750.00
C30	Interior Finishes				
	a. Wall finish				
	i. Paint	SF	1,720	\$ 2.00	\$ 3,440.00
	b. Floor finish				
	i. Polished concrete	SF	450	\$ 3.00	\$ 1,350.00
	c. Ceiling finish				
	i. Gypsum	SF	450	\$ 8.50	\$ 3,825.00
<b>D. SERVICES</b>					
D20	Plumbing				
	a. Toilets	EA	3	\$ 3,200.00	\$ 9,600.00
	b. Urinals	EA	1	\$ 2,800.00	\$ 2,800.00
	c. Sinks	EA	3	\$ 2,750.00	\$ 8,250.00
	d. Water distribution	SF	450	\$ 7.50	\$ 3,375.00
D30	HVAC	SF	450	\$ 20.00	\$ 9,000.00
D50	Electrical				
	a. Electrical service/ distribution	SF	4,350	\$ 5.00	\$ 21,750.00
	b. Lighting and branch wiring	SF	4,350	\$ 12.50	\$ 54,375.00
<b>E. EQUIPMENT &amp; FURNISHINGS - not included</b>					
<b>F. SPECIAL CONSTRUCTION &amp; DEMOLITION - not applicable</b>					
<b>SUBTOTAL</b>		<b>SF</b>	<b>4,350</b>	<b>\$112</b>	<b>\$ 488,265.00</b>
				10%	\$ 48,826.50
				5%	\$ 26,854.58
				5%	\$ 28,197.30
<b>TOTAL CONSTRUCTION COST</b>		<b>SF</b>	<b>4,350</b>	<b>\$136</b>	<b>\$ 592,143.38</b>
CONTINGENCY				10%	\$ 59,214.34
<b>TOTAL, INCLUDING CONTINGENCY</b>		<b>SF</b>	<b>4,350</b>	<b>\$150</b>	<b>\$ 651,357.72</b>

Item	Description	Unit	Quantity	Unit Cost	Total
<b>PAVILION - SITEWORK</b>					
<b>G. SITE WORK</b>					
G10	Site Preparation				
	a. Site Clearing & Demolition	SY	1,250	\$ 2.50	\$ 3,125.00
	b. Site Earthwork				
	i. excavation	CY	1,200	\$ 15.00	\$ 18,000.00
	ii. structural fill	CY	1,000	\$ 30.00	\$ 30,000.00
	iii. planting soil	CY	60	\$ 50.00	\$ 3,000.00
G20	Site Improvements				
	a. Roadways				
	i. curb and gutter	LF	240	\$ 20.00	\$ 4,800.00
	b. Pedestrian Paving				
	i. concrete pavement, standard	SF	4,300	\$ 6.00	\$ 25,800.00
	ii. concrete pavement, specialty	SF	1,430	\$ 12.50	\$ 17,875.00
	iii. concrete ramp	SF	206	\$ 21.50	\$ 4,429.00
	iv. concrete stair	SF	345	\$ 23.50	\$ 8,107.50
	c. Site Development				
	i. seat wall	LF	18	\$ 215.00	\$ 3,870.00
	ii. bench	EA	6	\$ 1,350.00	\$ 8,100.00
	iii. tables with chairs	EA	8	\$ 3,850.00	\$ 30,800.00
	d. Landscaping				
	i. trees	EA	5	\$ 550.00	\$ 2,750.00
	ii. landscape bed	SF	835	\$ 12.50	\$ 10,437.50
	iii. irrigation	LS	1	\$ 4,500.00	\$ 4,500.00
G30	Site Mechanical Utilities				
	a. Water Supply & Distribution	LS	1	\$ 5,000.00	\$ 5,000.00
	b. Sanitary Sewer Systems	LS	1	\$ 6,500.00	\$ 6,500.00
	c. Storm Sewer Systems	LS	1	\$ 3,500.00	\$ 3,500.00
	d. Natural Gas Systems	LS	1	\$ 3,250.00	\$ 3,250.00
G40	Site Electrical Utilities				
	a. Electrical Distribution	LS	1	\$ 10,000.00	\$ 10,000.00
	b. Exterior Lighting	LS	1	\$ 12,500.00	\$ 12,500.00
	c. Communications & Security	LS	1	\$ 7,500.00	\$ 7,500.00
<b>SUBTOTAL</b>					<b>\$ 223,844.00</b>
CONTRACTOR'S GENERAL REQUIREMENTS				10%	\$ 22,384.40
CONTRACTOR'S OVERHEAD				5%	\$ 12,311.42
CONTRACTOR'S PROFIT				5%	\$ 12,926.99
<b>TOTAL CONSTRUCTION COST</b>					<b>\$ 271,466.81</b>
CONTINGENCY					10% \$ 27,146.68
<b>TOTAL, INCLUDING CONTINGENCY</b>					<b>\$ 298,613.49</b>



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The logo for GH2 Architects features the letters 'GH2' in a bold, red, sans-serif font, followed by the word 'ARCHITECTS' in a bold, black, sans-serif font. The entire logo is set against a white background.

**GH2** ARCHITECTS

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[www.pryorcreek.org](http://www.pryorcreek.org)

September 2, 2020

Economic Development Administration  
Jorge Ayala, Regional Director 903  
San Jacinto  
Suite 206  
Austin, Texas 78701

Mr. Ayala:

The administration of the project is beyond the capacity of the Pryor Creek current staff and would require hiring additional staff or contracting for such services.

No local organization/business exists that could administer the project in a more efficient or cost-effective manner than our District Organization, Grand Gateway EDA and the District Organization, Grand Gateway EDA will administer the project without subcontracting the work.

Sincerely,

Larry Lees, Mayor



## City of Pryor Creek

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Pryor Creek, Ok 74362  
Tel 918-825-0888 Fax 918-825-6577  
www.pryorcreek.org

September 2, 2020

Economic Development Administration

Jorge Ayala, Regional Director 903 San Jacinto, Suite 206

Austin, TX 78701

### **Leverage Commitment Letter Pryor Creek Covid-19 Facility Project.**

Dear Mr. Ayala,

Pryor Creek fully supports the Pryor Creek Covid-19 Facility Project. In an effort to work in tandem with this project, Pryor Creek commits the following funding of \$605,710.66 to this project via the Pryor Creek Covid-19 Facility Project that will help fight the Covid-19 pandemic by encouraging preparedness and prevention to the local businesses, citizens, and the community at large.

Pryor Creek Covid-19 Facility:

<u>Sitework:</u>		\$298,613.48
Pryor Creek	\$298,613.48 (100%)	
EDA	\$00 (0%)	
<u>Bike Trail Markings on Pavement:</u>		\$214,000.00
Pryor Creek	\$214,000.00 (100%)	
EDA	\$00 (0%)	
<u>Building Design Fee:</u>		\$63,833.06
Pryor Creek	\$63,833.06 (100%)	
EDA	\$00 (0%)	
<u>Sitework Design Fee:</u>		\$29,264.12
Pryor Creek	\$29,264.12 (100%)	
EDA	\$00 (0%)	
<u>Land Acquisition:</u>		\$350,000.00

Pryor Creek \$00(0%)  
EDA: \$350,000.00 (100%)

Grant Administration: \$56,000.00

Pryor Creek \$00(0%)

EDA: \$56,000.00 (100%) Contract with Grand Gateway EDA to administer grant funding.

Pryor Creek Covid-19 Facility Project \$2,343,768.39

Pryor Creek \$605,710.66 (25.8%)

EDA \$1,057,357.52 (74.2%)

These funds are committed to the project for the period of performance, are available as needed, and are not conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.

Please contact me with any questions or concerns.

Respectfully,

Larry Lees, Mayor



August 5, 2020

Mr. Jorge Ayala  
Regional Director  
U.S. Department of Commerce  
Economic Development Administration  
903 San Jacinto  
Suite 206  
Austin, Texas 78701

Re: Leverage Commitment Letter PRYOR/MAYES COVID-19  
RESILIENCE TRANSPORTATION & ECONOMIC PROJECT.

Dear Mr. Ayala,

MidAmerica Industrial Park fully supports the PRYOR/MAYES COVID-19 RESILIENCE TRANSPORTATION & ECONOMIC PROJECT. In an effort to work in tandem, MidAmerica Industrial Park commits \$274,700 of funding to this project via the extension of the trail system (Asphalt Trail +/-6,000ft) that will help fight the COVID-19 pandemic by encouraging healthy life styles for our employers, their employees and the community at large. These funds are committed to the project for the period of performance, are available as needed, and are not to be conditioned or encumbered in any way that may preclude its use consistent with the requirements of EDA investment assistance.

Please contact me with any questions or concerns.

Respectfully,

A handwritten signature in black ink, appearing to read "David Stewart", written in a cursive style.

David Stewart  
CAO & Trustee  
MidAmerica Industrial Park



## **FIRST AMENDED MEMORANDUM OF UNDERSTANDING MAYES COUNTY AND CITY OF PRYOR CREEK**

Whereas, the parties to this agreement mutually consented, approved and entered into their original Memorandum of Understanding with the City of Pryor Creek approving same on October 31, 2019 and Mayes County approving same on September 30, 2019.

Whereas, the parties desire to amend their original MOU with respect solely to the addition of a provision setting forth the County's maximum dollar expenditure equivalent to be made in the form of "in-kind" contribution to the costs of installation of signage consisting of signage and pavement stenciling on Elliott Street in the City of Pryor Creek from Southeast 29<sup>th</sup> Street to Mayes County Road No. 530.

Now therefore, the parties herein set forth their MOU as previously adopted together with the additional provision mentioned above:

This Memorandum of Understanding ("MOU") is entered between City of Pryor Creek, Oklahoma ("Pryor") and the MAYES COUNTY, OKLAHOMA ("Mayes") (also singularly as "Party" or collectively as "Parties"). Pryor and Mayes are both Federal and State recognized Public Entities and share the Project area as such is defined.

### Purpose of the MOU

The purpose of this MOU is to set forth the agreements between the Parties to secure funding for the Pryor/Mayes Resilience, Transportation and Economic Project ("Project"). This MOU is evidence of the cooperation and goodwill that has long existed between the Parties.

### Duration of the MOU

This MOU will commence after by both Parties sign this MOU. By signing this MOU, the Parties agree to uphold the Terms of the MOU. This MOU will expire upon the successful completion of the Project and the completion of all close out documents from all participating funding sources for the Project. Either Party may terminate this MOU prior to the expiration by giving the other Party (30) days written notice of their intent and desire to terminate the agreement.

### Terms of the MOU

- 1) The Parties mutually agree to share information with each other collected during the application phase of the Project.
- 2) The Parties mutually agree to assist each other in producing all the necessary

funding applications for funding by agency deadlines.

3) The Parties mutually agree to work together in every effort to bring the Project to successful fruition.

4) The Parties mutually agree to assist each other, as necessary, throughout all phases of the project.

5) The Parties mutually agree to work in conjunction with each other to make sure all expenditures improve the Project.

6) The Parties mutually agree to keep records of receipts and expenditures for a period of three (3) years or until an audit inquiry is completed; and to provide to each other, the Oklahoma State Auditor and Inspector, or the appropriate federal agency, upon request, information about the Program and the right to fully examine said records. In the event that an examination or audit of said records results in the determination that funds have been expended by one Party for other purposes or on unallowable costs, said funds shall be reimbursed in full to the other Party.

7) ADDITIONAL PROVISION MODIFYING MOU:

Mayes County agrees be responsible for an "in-kind" contribution to the costs of signage and pavement stenciling on Elliott Street in the City of Pryor Creek between Southeast 29<sup>th</sup> Street to Mayes County Road 530 for the project up to a maximum "in-kind" cost of One Hundred Five Thousand Three Hundred and Thirty Dollars (\$105,330).

For CITY OF PRYOR CREEK, OKLAHOMA:

05/04/2020  
Date

Larry Lees  
Larry Lees, Mayor

For MAYES COUNTY, OKLAHOMA:

5-9-2020  
Date

Ryan Ball  
Ryan Ball, Chairman,  
Mayes County Board of County Commissioners

## **MEMORANDUM OF UNDERSTANDING**

Memorandum of Understanding by and between City of Pryor Creek, Oklahoma (CITY OF PRYOR CREEK, OKLAHOMA) and the City of Pryor Creek, ex rel., its Municipal Utility Board (MUB) for **Pryor/Mayes Resilience, Transportation and Economic Project** funding.

### **NAME OF PROJECT**

**Pryor/Mayes Resilience, Transportation and Economic Project**

### **NONBINDING CONTRACT**

This contract is evidence of the cooperation and goodwill that has long existed between the parties hereto. CITY OF PRYOR CREEK, OKLAHOMA and MUB are both federally recognized PUBLIC ENTITIES and share the **Pryor/Mayes Resilience, Transportation and Economic Project** area as defined. The Parties mutually agree to share information assimilated during the application phase of this project and to work together in every effort to bring the project to successful fruition.

### **DURATION**

This contract will begin October 7<sup>th</sup>, 2019 and terminate upon the successful completion of close out documents from all participating funding sources. This contract shall remain in effect until the expiration date, as set out in this paragraph or until thirty (30) days after written notice has been given by either party of their intent and desire to terminate the agreement.

### **MUNICIPAL UTILITY BOARD**

- To assist CITY OF PRYOR CREEK, OKLAHOMA throughout all phases of the project.
- To work in conjunction with CITY OF PRYOR CREEK, OKLAHOMA to make sure expenditures improve the **Pryor/Mayes Resilience, Transportation and Economic Project**.
- To assist CITY OF PRYOR CREEK, OKLAHOMA produce all necessary funding applications for funding by cognizant agency deadlines.
- To keep records of receipts and expenditures for a period of three (3) years or until an audit inquiry is completed; and to provide CITY OF PRYOR CREEK, OKLAHOMA, the Oklahoma State Auditor and Inspector, or the cognizant federal agency, upon request, information about the program and right to fully examine said records. In the event that an examination or audit of said records results in the determination that funds have been expended for other purposed or on unallowable costs, said funds shall be reimbursed to CITY OF PRYOR CREEK, OKLAHOMA in full for all such other or unallowable costs.



For: CITY OF PRYOR CREEK, OKLAHOMA

Larry Lees, Mayor

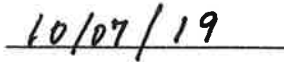


Date



For: MUNICIPAL UTILITY BOARD

Garry Harris, Chairman



Date

**NOTICE OF PETITION FOR ANNEXATION OF LAND**

**TO THE CITY OF PRYOR CREEK, OKLAHOMA.**

The Petitioners, Amad Nadaf and Nadine Najem, (herein "Petitioner") hereby provide notice to the public and all other interested parties pursuant to OKLA. STAT. Tit. 11 § 21-105 of the following:

1. On the \_\_\_ day of \_\_\_\_\_, 2020 Petitioners filed their Petition with the City of Pryor Creek, Oklahoma requesting and consenting to the annexation of the following described property to the City of Pryor Creek, Oklahoma, to-wit: : The West One Hundred Forty (140) feet of the South Three Hundred (300) feet of Government Lot Number Four (4), of Section Thirty-one (31), Township Twenty-on (21) North, and Range Nineteen (19) East of the Indian Base and Meridian, Mayes County, State of Oklahoma.
2. Notice is hereby given that following the publication of this notice once each week for two (2) successive weeks, the governing body of the City of Pryor Creek, Oklahoma may by ordinance annex the territory to the municipality.

\_\_\_\_\_  
Amad Nadaf

\_\_\_\_\_  
Nadine Najem

**PETITION FOR ANNEXATION OF LAND  
TO THE CITY OF PRYOR CREEK, OKLAHOMA.**

This Petition for Annexation is presented by Amad Nadaf and Nadine Najem (herein "Petitioner") to the City of Pryor Creek, Oklahoma by presentation to the Clerk of said City on this \_\_\_\_ day of \_\_\_\_\_, 2020 pursuant to OKLA. STAT. Tit. 11 §§ 21-103 & 21-105 in its particulars as follows:

1. The Petitioners request and consent to the annexation to the City of Pryor Creek the territory described herein.
2. The territory petitioned to be annexed is legally described as follows: The West One Hundred Forty (140) feet of the South Three Hundred (300) feet of Government Lot Number Four (4), of Section Thirty-one (31), Township Twenty-on (21) North, and Range Nineteen (19) East of the Indian Base and Meridian, Mayes County, State of Oklahoma.
3. The territory petitioned to be annexed is adjacent and contiguous to the City of Pryor Creek.
4. The territory petitioned to be annexed is improved with a commercial structure owned by the Petitioners however no registered voter resides within the territory sought to be annexed.
5. Petitioners are the sole owners of the entirety of the property which comprises the territory petitioned to be annexed and therefore are the owners of all the value of the property comprising the territory petitioned to be annexed.

\_\_\_\_\_  
Amad Nadaf

\_\_\_\_\_  
Nadine Najem

**RESOLUTION NO. 2020 - \_\_\_\_\_**

**CITY OF PRYOR CREEK, OKLAHOMA**

A RESOLUTION CONCERNING FUNDING PURSUANT TO THE CARES ACT AND THE CORONAVIRUS RELIEF FUND, CONFIRMING THAT IT IS THE POLICY OF THE CITY THAT ALL PUBLIC SAFETY PERSONNEL COSTS ARE “SUBSTANTIALLY DEDICATED” TO THE COVID-19 RESPONSE EFFORTS OF THE CITY THROUGH THE ONGOING STATE OF EMERGENCY.

WHEREAS, on March 11, 2020 the World Health Organization (WHO) declared the coronavirus COVID-19 disease to be a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency; due to the COVID-19 Virus pandemic; and

WHEREAS, on March 15, 2020, the Governor of the State of Oklahoma declared an emergency caused by the impending threat of COVID-19 to the people of this State and the public’s peace, health and safety; and

WHEREAS, the Governor’s statewide emergency declaration has been renewed and extended numerous times and remains in effect; and

WHEREAS, it is the duty of the Mayor and City Council to protect the health and safety of the City and its inhabitants, to preserve the peace, and to provide civil defense and emergency functions; and

WHEREAS, the guidelines applicable to funding from the Cares Act indicate that there is a presumption that all public safety personnel costs are related to the COVID-19 relief efforts unless the relevant municipal official determines otherwise; and

WHEREAS, approval of this resolution is in the best interest of the residents of the City.

THEREFORE, BE IT RESOLVED by the City Council of the City of Pryor Creek as follows:

- a. Pursuant to the guidelines established for the receipt by a municipality of funds pursuant to the Cares Act and the Coronavirus Relief Fund, the City Council confirms the presumption that all public safety personnel costs of the City for the period from March 1, 2020, through August 31, 2020, were substantially dedicated to the City’s COVID-19 response efforts.
- b. In addition to any eligible recovery concerning public safety employee costs, the City specifically finds that the city employees in the following positions perform services substantially similar to public safety in our city, based upon the limited public safety resources:
  - a. City Clerk

- b. City Treasurer
- c. The Pryor Creek City Council, within their authority as the legislative body of the City, finds that 100% of the time of the above employees similar to public safety were substantially dedicated to the City's COVID-19 response efforts during the continuing emergency period.
- d. City staff is authorized and directed to proceed with an application to the State of Oklahoma for reimbursement of COVID-19 related public safety personnel costs for the stated period.
- e. The Mayor and/or City Clerk are authorized to execute all documents necessary to complete the application and funding process.

This Resolution is approved in open meeting of the City of Pryor Creek, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF PRYOR CREEK

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Mayor

ATTEST:

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City Clerk



**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, AUGUST 18<sup>TH</sup>, 2020 AT 6:00 P.M.**

The City Council of the City of Pryor Creek, Oklahoma met in regular session on the above date and time in the Council Chamber upstairs at City Hall, 12 North Rowe Street in Pryor Creek, Oklahoma. This meeting was followed immediately by a meeting of the Pryor Public Works Authority. Notice of these meetings was posted on the East bulletin board located outside to the South of the entrance doors and the City website at [www.pryorcreek.org](http://www.pryorcreek.org). Notice was also e-mailed to The Paper newspaper and e-mailed to the Council members.

**1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE, ROLL CALL.**

Mayor Lees called the meeting to order at 6:00 p.m. The Prayer and Pledge of Allegiance were led by Mayor Lees. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Briana Brakefield, Yolanda Thompson and Jimmy Tramel. Members absent: Randy Chitwood.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Fire Chief B.K. Young, Park Superintendent Frank Powell, Street Superintendent Buddy Glenn, Library Director Cari Rerat, Recreation Center Director Jessica Long, Recreation Center Assistant Director Jerome Hopkins.

Others present: Police Captain Kevin Tramel, Police Officer Dustin VanHorn, Library Board Chairman Jeanette Anderson, Park Board member Pat Richard, CMS Willowbrook representative Bryan Miles, Kemmie Shropshire and Terry Aylward.

**2. PETITIONS FROM THE AUDIENCE. (LIMITED TO 5 MINUTES.)**

There were no petitions.

**3. DEPARTMENT HEAD REPORTS IF NEEDED.**

**a. Building Inspector**

No report.

**b. Emergency Management**

No report.

**c. Fire**

No report.

**d. Golf**

No report.

**e. Library**

Rerat reported that the 2020 Census is due by the end of September.

**f. Parks / Cemetery**

Powell reported that they have been super busy. They have been down two workers since before the windstorm. The cemetery project is approximately 90% complete.

**g. Police**

No report.

**h. Recreation Center**

Long reported that the security system at the Recreation Center may be "fried." Paddock has been in touch regarding the pool project and is estimating a start date of September 15<sup>th</sup>.

**i. Street**

Glenn reported that they have been running the street sweepers. They are running about three weeks behind, due to the weather. He also reported that the overlay project is running behind and he is not sure why. The bridge project on Dog Pound Road is underway.

**4. MAYOR'S REPORT:**

**a. Presentation by CMS Willowbrook representative Bryan Miles and Graber & Graber representative Jim Graber regarding the final plans for the Police and Fire Emergency Services Center and Library Renovation projects.**

No action. CMS Willowbrook representative Bryan Miles spoke regarding the upcoming Police and Fire Emergency Services Center and Library Renovation projects, and he explained “value engineering.”

**5. CITY ATTORNEY’S REPORT:**

**a. Discussion and possible action regarding a Joint Resolution of Necessity of the City of Pryor Creek, Oklahoma, and the Municipal Utility Board for the City of Pryor Creek for acquisition of easements for utilities extension on North Utilities Extension Project.**

Motion was made by Tramel, second by Thompson to approve Resolution #2020 - 8, a Joint Resolution of Necessity of the City of Pryor Creek, Oklahoma, and the Municipal Utility Board for the City of Pryor Creek for acquisition of easements for utilities extension on North Utilities Extension Project and waive the reading. Voting yes: Ketcher, Shropshire, Nance, Smith, Brakefield, Tramel, Thompson. Voting no: none.

**6. DISCUSSION AND POSSIBLE ACTION ON CONSENT AGENDA.**

(Items deemed non-controversial and routine in nature to be approved by one motion without discussion. Any Council member wishing to discuss an item may request it be removed and placed on the regular agenda.)

- a. Approve minutes of the August 4<sup>th</sup>, 2020 Council meeting.
- b. Approve payroll purchase orders through August 21<sup>st</sup>, 2020.
- c. Approve claims for purchase orders through August 18<sup>th</sup>, 2020.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2020200374 - 2020200385	159,844.35
STREET & DRAINAGE	911199B - 2020200335	12,878.31
GOLF COURSE	2020200360 - 2020200370	8,826.67
CAPITAL OUTLAY	911173B - 911210B	13,351.80
REAL PROPERTY ACQUIS.	2020200293 - 2020200285	128,440.26
RECREATION CENTER	2020200343 - 2020200344	16,483.46
DONATIONS CASH FUND	2020200325 - 911161B	4,082.76
<b>TOTAL</b>		<b>343,907.61</b>

<u>BLANKETS</u>		
911211B	GT DISTRIBUTORS	7,000.00
911212B	DEMCO	1,000.00
911213B	RECORDED BOOKS LLC	1,000.00
911214B	WALMART COMMUNITY	1,000.00
911215B	SUNDANCE OFFICE SUPPLY	1,000.00
911216B	CANON FINANCIAL SERVICES	3,500.00
911217B	BAKER & TAYLOR	20,000.00
911218B	WALMART COMMUNITY	500.00
911219B	TERRACON	2,000.00
911220B	RETAIL ATTRACTIONS LLC	44,000.00
911221B	AMERICAN NATIVE VENTURES	432,774.10
<b>TOTAL</b>		<b>513,774.10</b>

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders.*
- e. Discussion and possible action regarding an expenditure in the amount of \$3,071.40 to Higley Consulting for residential building inspection services for the month of July 2020, from General Outside Services Account #02-201-5075.
- f. Discussion and possible action regarding reappointment of Shryle Glancy to Seat #3 of the Planning and Zoning Commission, term ending September 30<sup>th</sup>, 2023.
- g. Discussion and possible action regarding reappointment of Gina Alvis Watts to Seat #4 of the Planning and Zoning Commission, term ending September 30<sup>th</sup>, 2023.
- h. Discussion and possible action regarding an expenditure to Thyssenkrupp Elevator Corporation in the amount of \$3,523.87 for annual maintenance agreement through July 31<sup>st</sup>, 2021, for the elevator at the old City Hall building, 6 N. Adair Street from General Repair and Maintenance Account #02-201-5091.
- i. Discussion and possible action regarding a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and P&P Ventures, LLC for a 7.5 foot easement being described as the Southwesterly Seven and a Half (7.5) feet of Lot Numbered Five (5) in Block Numbered Seven (7), of EASTMANOR SECOND, an ADDITION to the Incorporated City of PRYOR CREEK, Mayes County, State of Oklahoma, according to the Recorded Plat and Survey thereof.
- j. Discussion and possible action regarding a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and James Armstrong and Martha Armstrong for a 7.5 foot easement being described as the Northeasterly Seven and a Half (7.5) feet of Lot Six (6), Block Seven (7), of EASTMANOR SECOND, an addition to the City of Pryor, Mayes County, State of Oklahoma, according to the recorded plat thereof.

- k. Discussion and possible action regarding bids received for demolition of property at 314 N. Taylor and accepting low bid of \$4,000.00 from Pest Off Exterminators from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: True Cut Excavation, \$4,500.00; Adair Tree Clearing, \$4,545.00; CRV Construction Clean Up & Hauling, Inc., \$4,700.00; Hansen Dirt and Demo, LLC, \$5,000.00; Wade's Wrecker Service, \$7,200.00.
- l. Discussion and possible action regarding an expenditure in the amount of \$6,998.70 to Cardinal Tracking, Inc., for the Pryor Creek Police Department from General Software Account #02-215-5260.
- m. Discussion and possible action regarding an expenditure in the amount of \$13,004.00 to McNeil&Co. for Commercial Package Fire Insurance Policy from General Insurance – Fire Account #02-201-5044.
- n. Discussion and possible action regarding an expenditure in the amount of \$13,004.00 to McNeil&Co. for Commercial Package Fire Insurance Policy from General Insurance – Fire Account #02-201-5044
- o. Discussion and possible action regarding an expenditure in the amount of \$6,610.00 to McNeil&Co. for Inland Marine (Commercial) Fire Insurance Policy from General Insurance – Fire Account #02-201-5044.
- p. Discussion and possible action regarding updating the City of Pryor Creek pay plan as follows: Temporary Outside – Lifeguards to \$10.00 per hour and Swim Instructors to \$11.00 per hour.
- q. Discuss, possibly recommend Council action regarding obtaining an RFQ from our local lending institutions to fund 50 new golf carts. The anticipated term is 4 years and the estimated amount of up to \$135,000.00 from Golf Capital Outlay Cart Lease Account #41-415-5413.
- r. Discussion and possible action regarding an expenditure in the amount of \$2,749.00 to P&K Equipment as the low quote for a 2020 John Deere Z345M Zero-Turn Riding Mower for the Pryor Creek Fire Department from Fire Capital Outlay Account #02-217-5411. Other quotes received: Home Depot - \$2,799.00; Lowe's - \$3,060.62.
- s. Discussion and possible action regarding the 2020-2021 City of Pryor Creek General Fund Budget (Fund 02) with amendments.
- t. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Street Budget (Fund 14).
- u. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Cemetery Care Fund Budget (Fund 19).
- v. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Golf Fund Budget (Fund 41).
- w. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Capital Outlay Fund Budget (Fund 44).
- x. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Real Property Acquisition Reserve Fund Budget (Fund 46).
- y. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Recreation Center Fund Budget (Fund 84).
- z. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Public Works Authority Fund Budget with amendments (Fund 88).
- aa. Discussion and possible action regarding the 2020-2021 City of Pryor Creek E-911 Fund Budget (Fund 91).

Motion was made by Brakefield, second by Smith to approve items a – aa, less items a, e, i, j, k, n, q, s, t, v and w. Voting yes: Shropshire, Nance, Smith, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

**a. Approve minutes of the August 4<sup>th</sup>, 2020 Council meeting.**

Motion was made by Shropshire, second by Nance to approve minutes of the August 4<sup>th</sup>, 2020 Council meeting. Voting yes: Nance, Smith, Tramel, Thompson, Ketcher, Shropshire. Abstaining, counting as a no vote: Brakefield. Voting no: none.

**e. Discussion and possible action regarding an expenditure in the amount of \$3,071.40 to Higley Consulting for residential building inspection services for the month of July 2020, from General Outside Services Account #02-201-5075.**

Motion was made by Tramel, second by Smith to approve an expenditure in the amount of \$3,071.40 to Higley Consulting for residential building inspection services for the month of July 2020, from General Outside Services Account #02-201-5075. Voting yes: Smith, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

**i. Discussion and possible action regarding a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and P&P Ventures, LLC for a 7.5 foot easement being described as the Southwesterly Seven and a Half (7.5) feet of Lot Numbered Five (5) in Block**

**Numbered Seven (7), of EASTMANOR SECOND, an ADDITION to the Incorporated City of PRYOR CREEK, Mayes County, State of Oklahoma, according to the Recorded Plat and Survey thereof.**

Motion was made by Shropshire, second by Brakefield to approve a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and P&P Ventures, LLC for a 7.5 foot easement being described as the Southwesterly Seven and a Half (7.5) feet of Lot Numbered Five (5) in Block Numbered Seven (7), of EASTMANOR SECOND, an ADDITION to the Incorporated City of PRYOR CREEK, Mayes County, State of Oklahoma, according to the Recorded Plat and Survey thereof. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Voting no: none.

**j. Discussion and possible action regarding a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and James Armstrong and Martha Armstrong for a 7.5 foot easement being described as the Northeasterly Seven and a Half (7.5) feet of Lot Six (6), Block Seven (7), of EASTMANOR SECOND, an addition to the City of Pryor, Mayes County, State of Oklahoma, according to the recorded plat thereof.**

Motion was made by Smith, second by Brakefield to approve a Drainage Easement Restoration Memorandum of Understanding between the City of Pryor Creek and James Armstrong and Martha Armstrong for a 7.5 foot easement being described as the Northeasterly Seven and a Half (7.5) feet of Lot Six (6), Block Seven (7), of EASTMANOR SECOND, an addition to the City of Pryor, Mayes County, State of Oklahoma, according to the recorded plat thereof. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Brakefield. Voting no: none.

**k. Discussion and possible action regarding bids received for demolition of property at 314 N. Taylor and accepting low bid of \$4,000.00 from Pest Off Exterminators from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: True Cut Excavation, \$4,500.00; Adair Tree Clearing, \$4,545.00; CRV Construction Clean Up & Hauling, Inc., \$4,700.00; Hansen Dirt and Demo, LLC, \$5,000.00; Wade's Wrecker Service, \$7,200.00.**

Motion was made by Shropshire, second by Smith to approve bids received for demolition of property at 314 N. Taylor and accepting low bid of \$4,000.00 from Pest Off Exterminators from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: True Cut Excavation, \$4,500.00; Adair Tree Clearing, \$4,545.00; CRV Construction Clean Up & Hauling, Inc., \$4,700.00; Hansen Dirt and Demo, LLC, \$5,000.00; Wade's Wrecker Service, \$7,200.00.

Mayor requested no action be taken on these bids. The property was sold and a demolition permit was purchased by the new owner.

Motion was then amended by Shropshire, and second was amended by Smith to take no action on bids received for demolition of property at 314 N. Taylor and accepting low bid of \$4,000.00 from Pest Off Exterminators from Real Property Acquisitions Nuisance Abatement Account #46-465-5450. Other bids received: True Cut Excavation, \$4,500.00; Adair Tree Clearing, \$4,545.00; CRV Construction Clean Up & Hauling, Inc., \$4,700.00; Hansen Dirt and Demo, LLC, \$5,000.00; Wade's Wrecker Service, \$7,200.00. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Brakefield, Tramel. Voting no: none.

**n. Discussion and possible action regarding an expenditure in the amount of \$13,004.00 to McNeil&Co. for Commercial Package Fire Insurance Policy from General Insurance – Fire Account #02-201-5044.**

Motion was made by Smith, second by Brakefield to take no action. This item was duplicated on the agenda. Voting yes: Ketcher, Shropshire, Nance, Smith, Brakefield, Tramel, Thompson. Voting no: none.

**q. Discuss, possibly recommend Council action regarding obtaining an RFQ from our local lending institutions to fund 50 new golf carts. The anticipated term is 4 years and the estimated amount of up to \$135,000.00 from Golf Capital Outlay Cart Lease Account #41-415-5413.**

Motion was made by Thompson, second by Nance to approve obtaining an RFQ from our local lending institutions to fund 50 new golf carts. The anticipated term is 4 years and the estimated amount of up to \$135,000.00 from Golf Capital Outlay Cart Lease Account #41-415-5413. Voting yes: Smith, Tramel, Thompson. Voting no: Shropshire, Nance, Brakefield, Ketcher. Motion failed.

**s. Discussion and possible action regarding the 2020-2021 City of Pryor Creek General Fund Budget (Fund 02) with amendments.**

Motion was made by Thompson, second by Smith to approve the 2020-2021 City of Pryor Creek General Fund Budget (Fund 02) with amendments. It was noted that the budget includes a 2% cost of living adjustment, as well as a longevity increase. Voting yes: Nance, Smith, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

**t. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Street Budget (Fund 14).**

Motion was made by Thompson, second by Nance to approve the 2020-2021 City of Pryor Creek Street Budget (Fund 14). Motion was then amended by Thompson, and second was amended by Nance to approve

after removal of the Oakwood Road Project amount. This made the new Street Budget total \$2,174,936.00. Voting yes: Smith, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance. Voting no: none.

**v. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Golf Fund Budget (Fund 41).**

Motion was made by Smith, second by Thompson to approve the 2020-2021 City of Pryor Creek Golf Fund Budget (Fund 41). Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Voting no: none.

**w. Discussion and possible action regarding the 2020-2021 City of Pryor Creek Capital Outlay Fund Budget (Fund 44).**

Motion was made by Thompson, second by Nance to approve the 2020-2021 City of Pryor Creek Capital Outlay Fund Budget (Fund 44) at the corrected amount of \$1,163,461.45. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Brakefield. Voting no: none.

**7. COMMITTEE REPORTS:**

**a. Budget and Personnel (Brakefield)**

The Budget and Personnel Committee will meet for their next regular meeting on September 8<sup>th</sup>.

**b. Ordinance and Insurance (Shropshire)**

Shropshire reported they are about 30 days out from having a meeting.

**c. Street (Smith)**

Smith reported that they are working on some items and may meet next week.

**8. UNFORESEEABLE BUSINESS.**

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

There was no unforeseeable business.

**9. ADJOURN.**

Motion was made by Ketcher, second by Smith to adjourn. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Brakefield, Tramel. Voting no: none.

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 7:20 p.m.

**2. APPROVE MINUTES OF AUGUST 4<sup>TH</sup>, 2020 MEETING.**

Motion was made by Thompson, second by Smith to approve minutes of August 4<sup>th</sup>, 2020 meeting. Voting yes: Ketcher, Shropshire, Nance, Smith, Tramel, Thompson. Abstaining, counting as a no vote: Brakefield. Voting no: none.

**3. UNFORESEEABLE BUSINESS.**

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

There was no unforeseeable business.

**4. ADJOURN.**

Motion was made by Ketcher, second by Smith to adjourn. Voting yes: Shropshire, Nance, Smith, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A. CHAIRMAN LARRY LEES

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MINUTES WRITTEN BY CITY CLERK / P.P.W.A. SECRETARY EVA SMITH

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# 2020 CARES ACT FUNDING MANUAL

A Step-by-Step Guide for  
Oklahoma Cities & Towns

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**Oklahoma Municipal  
Management Services**

Compiled by Frank Crawford & David Weatherford

In Collaboration With



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## For Assistance Contact

Crawford & Associates  
[frank@crawfordcpas.com](mailto:frank@crawfordcpas.com)  
(405) 691-5550

### OMMS

Northeast/Southeast Regions  
Steve Garrett  
[steve\\_garrett1964@yahoo.com](mailto:steve_garrett1964@yahoo.com)  
918-743-8018

North Central/South Central Regions  
Rick Rumsey  
[rrumsey@okmms.org](mailto:rrumsey@okmms.org)  
918-743-8018

Northwest/Southwest Regions  
Tracy Judd  
[tjudd@okmms.org](mailto:tjudd@okmms.org)  
918-743-8018

General Assistance:  
Brittany Long, OMMS  
[blong@okmms.org](mailto:blong@okmms.org)  
(918) 743-8018

### OMAG

Clerks/Treasurers  
Dorie Spitler  
[dspitler@omag.org](mailto:dspitler@omag.org)  
(405) 657-1418

Human Resources  
Suzie Paulson  
[spaulson@omag.org](mailto:spaulson@omag.org)  
(405) 657-1444

Human Resources  
Monica Coleman  
[mcoleman@omag.org](mailto:mcoleman@omag.org)

City Attorneys  
Jeff Bryant  
[jbryant@omag.org](mailto:jbryant@omag.org)

A special thanks to the City of Sand Springs Finance Department and the City of Mannford for their assistance in compiling samples.



## CARES Act Funding Guide: State of Oklahoma

1. Register **prior to Sept 1, 2020**, with SAM.gov (most cities are likely already registered): [https://federal.famr.us/samgov/?keyword=SAM.gov%20Help%20Desk&desc=Complete%20Your%20SAM.gov%20Registration%20Or%20Renewal%20Online.%20Contracting%20Advisors%20Are%20Standing%20By%20To%20Provide%20Immediate%20Assistance%20And%20Expedited%20Registration%20Service.&gclid=EAlaIqobChMIyKLrw4eZ6wIVhYbACh1vQA2HEAAYASAAEgJVdPD\\_BwE](https://federal.famr.us/samgov/?keyword=SAM.gov%20Help%20Desk&desc=Complete%20Your%20SAM.gov%20Registration%20Or%20Renewal%20Online.%20Contracting%20Advisors%20Are%20Standing%20By%20To%20Provide%20Immediate%20Assistance%20And%20Expedited%20Registration%20Service.&gclid=EAlaIqobChMIyKLrw4eZ6wIVhYbACh1vQA2HEAAYASAAEgJVdPD_BwE)

Before you can apply for any grants you need to register with System for Award Management (sam.gov), which can take up to 10 days. To register with SAM, you must have:

- DUNS Number, Legal Business Name and Physical Address from your Dun & Bradstreet (D&B) record. The DUNS Number is free and is typically assigned within 1 day. Request a DUNS Number here: <https://fedgov.dnb.com/webform>
  - Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN.
  - Your bank's routing number, account number and bank type (checking, savings, etc) to set up Electronic Funds Transfer (EFT).
2. Determine the expenses you may be allowed to claim, including the following:
    - a. Payroll expenses incurred for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. The payroll expense period began on March 1, 2020, and expires December 31, 2020. (An application must include amounts already incurred and not expected future payroll). For public safety reimbursement, see the attached proposed draft resolution A and for "similar employee" reimbursement, see proposed draft resolution B.
    - b. Public safety measure expenses, including actual purchases of masks, hand sanitizer and similar expenses.
    - c. Emergency medical response expenses, including masks or protective equipment.

3. Register 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](http://www.governor.ok.gov/crfgrants). The Vendor ID# can be obtained by contacting Victoria Baker with OMES; she can provide the number by phone or by email. Her direct line is 405-693-7120 and her email is [Victoria.baker@omes.ok.gov](mailto:Victoria.baker@omes.ok.gov). She cannot give it out to a third party person due to security risks and the person who calls must have banking authority (like a Clerk or Treasurer).
4. Execute a “Federal Funding Certification” that will be provided to you when you register.
5. Complete a “risk assessment survey” by September 15, 2020 (once you start the process, the survey will be provided by the State)
6. Federal Guidelines state that “The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.” In order to ensure compliance with this provision, it is recommended the governing body approve a resolution finding that public safety costs were substantially dedicated to mitigating the COVID emergency. (See attached sample resolution).
7. Submit an application that includes proof of the expenses incurred, the council resolution and any other appropriate backup information. In order to meet the amount allocated for each city, a second application may be required for expenses incurred after the original submission.
8. **November 1, 2020** – Deadline for Reimbursement Requests is midnight, November 1.

## Eligible Expenses

The guidelines provide for the recovery of actual expenses related to the COVID response, including safety equipment that was actually purchased to respond to the crisis. Reimbursement may be sought for actual amounts spent on items such as protective equipment, sanitizer, and other necessary supplies that were used to provide safe public areas.

Additionally, the guidelines allow for the recovery of employee related expenses in two categories. First, for documented time spent, an application should be submitted outlining the actual payroll costs.

Further, public safety and other similar employees are treated differently, with the guidelines providing that “as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.” In order to ensure compliance with this provision, it is recommended the governing body approve a resolution finding that public safety costs were substantially dedicated to mitigating the COVID emergency. (See sample resolution A).

In addition to public safety employees, the guidelines allow reimbursement for employees who perform services “substantially similar” to public safety. In those towns with limited public safety expenses, other town employees have provided the services necessary for the response. A sample resolution (B) is attached for that situation, providing for the elected officials to determine (a) which employees were substantially similar and (b) how much time, by percentage, was substantially dedicated to the COVID response. The substantially similar employees may vary by location and circumstance. Although there is a presumption that all public safety time was dedicated to the response, no guidance is provided for the allowable percentage of reimbursement, and the elected officials should review their unique circumstances and make that determination for purposes of their application by completing the sample resolution. It is anticipated that “substantially similar” employees in Towns either with no public safety employees, or with limited public safety employees, would have responded to the crisis by having other employees fulfill some of the roles performed by public safety, including but not limited to communication with the public about the safeguards in place, reviewing safety measures throughout the community, providing contact with the business communication, and coordinating the response with other public entities.

## **SAMPLE RESOLUTION B**

**TOWN OF xxxxxx  
xxxxxx, OKLAHOMA**

**RESOLUTION No.**

**A RESOLUTION CONCERNING FUNDING PURSUANT TO THE CARES ACT AND THE CORONAVIRUS RELIEF FUND, CONFIRMING THAT IT IS THE POLICY OF THE TOWN THAT ALL PUBLIC SAFETY PERSONNEL COSTS ARE “SUBSTANTIALLY DEDICATED” TO THE COVID-19 RESPONSE EFFORTS OF THE TOWN THROUGHOUT THE ONGOING STATE OF EMERGENCY.**

WHEREAS, on March 11, 2020, the World Health Organization (WHO) declared the coronavirus COVID-19 disease to be a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency; due to the COVID-19 Virus pandemic; and

WHEREAS, on March 15, 2020, the Governor of the State of Oklahoma declared an emergency caused by the impending threat of COVID-19 to the people of this State and the public’s peace, health and safety; and

WHEREAS, the Governor’s statewide emergency declaration has been renewed and extended numerous times and remains in effect; and

WHEREAS, it is the duty of the Mayor and Town Trustees to protect the health and safety of the Town and its inhabitants, to preserve the peace, and to provide civil defense and emergency functions; and

WHEREAS, the guidelines applicable to funding from the Cares Act indicate that there is a presumption that all public safety personnel costs are related to the COVID-19 relief efforts unless the relevant municipal official determines otherwise; and

WHEREAS, approval of this resolution is in the best interest of the residents of the Town.

THEREFORE, BE IT RESOLVED by the Town Trustees of the Town of xxxxxx as follows:

A. Pursuant to the guidelines established for the receipt by a municipality of funds pursuant to the Cares Act and the Coronavirus Relief Fund, the Town Trustees confirm the presumption that all public safety personnel costs of the Town for the period from

March 1, 2020, through \_\_\_\_\_, 2020, were substantially dedicated to the Town's COVID-19 response efforts.

B. In addition to any eligible recovery concerning public safety employee costs, the Town specifically finds that the town employees in the following positions perform services substantially similar to public safety in our town, based upon the limited public safety resources:

- a. City clerk
- b. City treasurer

C. The Town Board, within their authority as the legislative body of the Town, finds that \_\_\_\_ percent of the time of the above employees similar to public safety were substantially dedicated to the Town's COVID-19 response efforts during the continuing emergency period.

D. Town staff is authorized and directed to proceed with an application to the State of Oklahoma for reimbursement of COVID-19 related public safety personnel costs for the stated period.

E. The Mayor and/or City Clerk are authorized to execute all documents necessary to complete the application and funding process.

This Resolution is approved in open meeting of the Town of xxxxxx, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_ 2020.

TOWN OF XXXXXX

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

## **SAMPLE RESOLUTION A**

**TOWN OF xxxxxx  
xxxxxx, OKLAHOMA**

**RESOLUTION No.**

**A RESOLUTION CONCERNING FUNDING PURSUANT TO THE CARES ACT AND THE CORONAVIRUS RELIEF FUND, CONFIRMING THAT IT IS THE POLICY OF THE TOWN THAT ALL PUBLIC SAFETY PERSONNEL COSTS ARE “SUBSTANTIALLY DEDICATED” TO THE COVID-19 RESPONSE EFFORTS OF THE TOWN THROUGHOUT THE ONGOING STATE OF EMERGENCY.**

WHEREAS, on March 11, 2020, the World Health Organization (WHO) declared the coronavirus COVID-19 disease to be a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency; due to the COVID-19 Virus pandemic; and

WHEREAS, on March 15, 2020, the Governor of the State of Oklahoma declared an emergency caused by the impending threat of COVID-19 to the people of this State and the public’s peace, health and safety; and

WHEREAS, the Governor’s statewide emergency declaration has been renewed and extended numerous times and remains in effect; and

WHEREAS, it is the duty of the Mayor and Town Trustees to protect the health and safety of the Town and its inhabitants, to preserve the peace, and to provide civil defense and emergency functions; and

WHEREAS, the guidelines applicable to funding from the Cares Act indicate that there is a presumption that all public safety personnel costs are related to the COVID-19 relief efforts unless the relevant municipal official determines otherwise; and

WHEREAS, approval of this resolution is in the best interest of the residents of the Town.

THEREFORE, BE IT RESOLVED by the Town Trustees of the Town of xxxxxx as follows:

A. Pursuant to the guidelines established for the receipt by a municipality of funds pursuant to the Cares Act and the Coronavirus Relief Fund, the Town Trustees confirm the presumption that all public safety personnel costs of the Town for the period from

March 1, 2020, through \_\_\_\_\_, 2020, were substantially dedicated to the Town's COVID-19 response efforts.

B. Town staff is authorized and directed to proceed with an application to the State of Oklahoma for reimbursement of COVID-19 related public safety personnel costs for the stated period.

C. The Mayor and/or City Clerk are authorized to execute all documents necessary to complete the application and funding process.

This Resolution is approved in open meeting of the Town of xxxxxx, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_ 2020.

TOWN OF XXXXXX

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



**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](http://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](mailto: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





**John Budd**  
Chief Operating Officer

**Mike Mazzei**  
Secretary of Budget

*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.

## The State of Oklahoma CRF Allocation Method to Cities and Counties

\*Population data was gathered from the Federal Census 2019 estimates. Excluded are the counties and city that received direct federal funding. The State of Oklahoma has allocated a pro-rata share of \$77.08 per capita to cities and counties. The allocation set aside is not a guarantee of payment. All reimbursements made to cities and counties must meet eligibility requirements and provide proper documentation. Furthermore, all cities and counties that wish to receive funds must complete a Risk Assessment Survey no later than September 15, 2020. Reimbursement requests can be filed up to November 1, 2020. Please note that all Subrecipients must register with SAM.gov prior to September 1, 2020.

MUNICIPALITY grouped by county, (pt.) indicates cities that fall into multiple counties	POPULATION*	POP %	ALLOCATION
	3,243,374		250,141,858
Adair County	22,194	0.68428741%	
Stilwell city	4,060	0.12517829%	\$ 312,945.72
Watts town	313	0.00965044%	\$ 24,126.11
Westville town	1,551	0.04782057%	\$ 119,551.43
Balance of Adair County	16,270	0.50163811%	\$ 1,254,095.27
Alfalfa County	5,702	0.17580458%	
Aline town	212	0.00653640%	\$ 16,341.01
Amorita town	38	0.00117162%	\$ 2,929.05
Burlington town	159	0.00490230%	\$ 12,255.76
Byron town	35	0.00107912%	\$ 2,697.81
Carmen town	358	0.01103789%	\$ 27,594.72
Cherokee city	1,489	0.04590898%	\$ 114,772.46
Goltry town	253	0.00780052%	\$ 19,501.30
Helena town	1,415	0.04362741%	\$ 109,068.52
Jet town	217	0.00669056%	\$ 16,726.41
Lambert town	6	0.00018499%	\$ 462.48
Balance of Alfalfa County	1,520	0.04686478%	\$ 117,161.94
Atoka County	13,758	0.42418790%	
Atoka city	3,015	0.09295875%	\$ 232,396.88
Caney town	198	0.00610475%	\$ 15,261.88
Stringtown town	403	0.01242533%	\$ 31,063.33
Tushka town	394	0.01214784%	\$ 30,369.61
Balance of Atoka County	9,748	0.30055122%	\$ 751,378.04
Beaver County	5,311	0.16374923%	
Beaver town	1,399	0.04313409%	\$ 107,835.24
Forgan town	529	0.01631018%	\$ 40,775.44
Gate town	87	0.00268239%	\$ 6,705.98
Knowles town	10	0.00030832%	\$ 770.80
Balance of Beaver County	3,286	0.10131425%	\$ 253,285.62
Beckham County	21,859	0.67395866%	
Carter town	251	0.00773885%	\$ 19,347.14
Elk City city	11,577	0.35694311%	\$ 892,357.77
Erick city	999	0.03080126%	\$ 77,003.15
Sayre city	4,486	0.13831276%	\$ 345,781.89
Sweetwater town (pt.)	58	0.00178826%	\$ 4,470.65

Texola town	35	0.00107912%	\$	2,697.81
Balance of Beckham County	4,453	0.13729530%	\$	343,238.25
Blaine County	9,429	0.29071578%		
Canton town	589	0.01816010%	\$	45,400.25
Geary city (pt.)	1,021	0.03147956%	\$	78,698.91
Greenfield town	89	0.00274406%	\$	6,860.14
Hitchcock town	114	0.00351486%	\$	8,787.15
Hydro town (pt.)	266	0.00820134%	\$	20,503.34
Longdale town	265	0.00817050%	\$	20,426.26
Okeene town	1,138	0.03508692%	\$	87,717.30
Watonga city	2,841	0.08759397%	\$	218,984.92
Balance of Blaine County	3,106	0.09576447%	\$	239,411.18
Bryan County	47,995	1.47978617%		
Achille town	540	0.01664933%	\$	41,623.32
Armstrong town	116	0.00357652%	\$	8,941.31
Bennington town	366	0.01128455%	\$	28,211.36
Bokchito town	687	0.02118165%	\$	52,954.12
Caddo town	1,104	0.03403863%	\$	85,096.57
Calera town	2,370	0.07307205%	\$	182,680.13
Colbert town	1,252	0.03860178%	\$	96,504.44
Durant city	18,673	0.57572762%	\$	1,439,319.05
Hendrix town	85	0.00262073%	\$	6,551.82
Kemp town	144	0.00443982%	\$	11,099.55
Kenefic town	217	0.00669056%	\$	16,726.41
Mead town	134	0.00413150%	\$	10,328.75
Silo town	365	0.01125371%	\$	28,134.28
Balance of Bryan County	21,942	0.67651773%	\$	1,691,294.31
Caddo County	28,762	0.88679258%		
Anadarko city	6,504	0.20053192%	\$	501,329.79
Apache town	1,393	0.04294910%	\$	107,372.75
Binger town	632	0.01948588%	\$	48,714.70
Bridgeport city	109	0.00336070%	\$	8,401.74
Carnegie town	1,645	0.05071879%	\$	126,796.97
Cement town	475	0.01464524%	\$	36,613.11
Cyril town	1,011	0.03117124%	\$	77,928.11
Eakly town	325	0.01002043%	\$	25,051.07
Fort Cobb town	609	0.01877674%	\$	46,941.86
Gracemont town	306	0.00943462%	\$	23,586.55
Hinton town	3,219	0.09924850%	\$	248,121.25
Hydro town (pt.)	671	0.02068833%	\$	51,720.83
Lookeba town	162	0.00499480%	\$	12,487.00
Balance of Caddo County	11,701	0.36076629%	\$	901,915.72
Canadian County	89,831	2.76967750%		
Calumet town	604	0.01862258%	\$	46,556.46
El Reno city	19,965	0.61556268%	\$	1,538,906.71
Geary city (pt.)	244	0.00752303%	\$	18,807.58
Mustang city	22,959	0.70787396%	\$	1,769,684.90
Okarche town (pt.)	382	0.01177786%	\$	29,444.65
Oklahoma City city (pt.)	-	0.00000000%	\$	-
Piedmont city (pt.)	8,543	0.26339855%	\$	658,496.37

Union City town	2,157	0.06650482%	\$	166,262.05
Yukon city	28,084	0.86588842%	\$	2,164,721.06
Balance of Canadian County	6,893	0.21252560%	\$	531,314.00
Carter County	48,111	1.48336270%		
Ardmore city	24,698	0.76149097%	\$	1,903,727.41
Dickson town	1,248	0.03847845%	\$	96,196.12
Gene Autry town	165	0.00508729%	\$	12,718.24
Healdton city	2,683	0.08272250%	\$	206,806.25
Lone Grove city	5,121	0.15789113%	\$	394,727.84
Ratliff City town	117	0.00360735%	\$	9,018.39
Springer town	691	0.02130497%	\$	53,262.44
Tatums town	149	0.00459398%	\$	11,484.95
Wilson city	1,695	0.05226039%	\$	130,650.98
Balance of Carter County	11,544	0.35592565%	\$	889,814.13
Cherokee County	48,657	1.50019702%		
Fort Gibson town (pt.)	24	0.00073997%	\$	1,849.93
Hulbert town	582	0.01794428%	\$	44,860.69
Oaks town (pt.)	-	0.00000000%	\$	-
Tahlequah city	16,819	0.51856493%	\$	1,296,412.32
Balance of Cherokee County	31,232	0.96294784%	\$	2,407,369.61
Choctaw County	14,672	0.45236843%		
Boswell town	682	0.02102749%	\$	52,568.71
Fort Towson town	489	0.01507689%	\$	37,692.23
Hugo city	5,092	0.15699700%	\$	392,492.51
Sawyer town	313	0.00965044%	\$	24,126.11
Soper town	253	0.00780052%	\$	19,501.30
Balance of Choctaw County	7,843	0.24181608%	\$	604,540.21
Cimarron County	2,137	0.06588818%		
Boise City city	1,085	0.03345282%	\$	83,632.04
Keyes town	277	0.00854049%	\$	21,351.22
Balance of Cimarron County	775	0.02389487%	\$	100,000.00
Cleveland County	213,912	6.59535410%		
Etowah town	99	0.00305238%	\$	7,630.94
Lexington city	2,185	0.06736812%	\$	168,420.29
Moore city	62,055	1.91328536%	\$	4,783,213.41
Noble city	7,053	0.21745873%	\$	543,646.83
Norman city	124,880	3.85031143%	\$	9,625,778.59
Oklahoma City city (pt.)	-	0.00000000%	\$	-
Purcell city (pt.)	-	0.00000000%	\$	-
Slaughterville town	4,296	0.13245466%	\$	331,136.65
Balance of Cleveland County	13,344	0.41142341%	\$	1,028,558.53
Coal County	5,495	0.16942234%		
Bromide town (pt.)	33	0.00101746%	\$	2,543.65
Centrahoma city	93	0.00286738%	\$	7,168.46
Coalgate city	1,792	0.05525111%	\$	138,127.76
Lehigh city	332	0.01023625%	\$	25,590.63
Phillips town	127	0.00391568%	\$	9,789.19
Tupelo city	303	0.00934212%	\$	23,355.31
Balance of Coal County	2,815	0.08679233%	\$	216,980.84
Comanche County	120,749	3.72294407%		

Cache city	2,811	0.08666901%	\$	216,672.51
Chattanooga town (pt.)	453	0.01396694%	\$	34,917.34
Elgin city	3,183	0.09813854%	\$	245,346.36
Faxon town	130	0.00400817%	\$	10,020.43
Fletcher town	1,143	0.03524108%	\$	88,102.70
Geronimo town	1,215	0.03746099%	\$	93,652.47
Indiahoma town	330	0.01017459%	\$	25,436.47
Lawton city	93,025	2.86815520%	\$	7,170,388.00
Medicine Park town	452	0.01393610%	\$	34,840.26
Sterling town	773	0.02383321%	\$	59,583.01
Balance of Comanche County	17,234	0.53136024%	\$	1,328,400.61
Cotton County	5,666	0.17469462%		
Devol town	141	0.00434732%	\$	10,868.31
Randlett town	413	0.01273365%	\$	31,834.13
Temple town	907	0.02796471%	\$	69,911.76
Walters city	2,358	0.07270207%	\$	181,755.17
Balance of Cotton County	1,847	0.05694687%	\$	142,367.18
Craig County	14,142	0.43602742%		
Big Cabin town	250	0.00770802%	\$	19,270.06
Bluejacket town	321	0.00989710%	\$	24,742.75
Ketchum town (pt.)	378	0.01165453%	\$	29,136.33
Langley town (pt.)	-	0.00000000%	\$	-
Vinita city	5,311	0.16374923%	\$	409,373.08
Welch town	584	0.01800594%	\$	45,014.85
Balance of Craig County	7,298	0.22501259%	\$	562,531.49
Creek County	71,522	2.20517276%		
Bristow city	4,200	0.12949478%	\$	323,736.95
Depew town	479	0.01476857%	\$	36,921.43
Drumright city (pt.)	2,773	0.08549739%	\$	213,743.47
Kellyville town	1,146	0.03533358%	\$	88,333.94
Kiefer town	2,020	0.06228082%	\$	155,702.06
Lawrence Creek town	145	0.00447065%	\$	11,176.63
Mannford town (pt.)	3,161	0.09746024%	\$	243,650.59
Mounds town (pt.)	1,260	0.03884843%	\$	97,121.08
Oilton city	1,014	0.03126374%	\$	78,159.35
Sapulpa city (pt.)	21,210	0.65394863%	\$	1,634,871.59
Slick town	182	0.00561144%	\$	14,028.60
Stroud city (pt.)	3	0.00009250%	\$	231.24
Balance of Creek County	33,929	1.04610199%	\$	2,615,254.98
Custer County	29,003	0.89422311%		
Arapaho town	803	0.02475817%	\$	61,895.42
Butler town	295	0.00909547%	\$	22,738.67
Clinton city (pt.)	9,083	0.28004788%	\$	700,119.69
Custer City town	379	0.01168536%	\$	29,213.41
Hammon town (pt.)	46	0.00141828%	\$	3,545.69
Thomas city	1,198	0.03693684%	\$	92,342.11
Weatherford city	12,017	0.37050923%	\$	926,273.07
Balance of Custer County	5,182	0.15977189%	\$	399,429.73
Delaware County	43,009	1.32605737%		
Bernice town	580	0.01788261%	\$	44,706.53

Colcord town	849	0.02617644%	\$	65,441.11
Grove city	7,149	0.22041861%	\$	551,046.53
Jay city	2,542	0.07837517%	\$	195,937.93
Kansas town	800	0.02466567%	\$	61,664.18
Ketchum town (pt.)	21	0.00064747%	\$	1,618.68
Oaks town (pt.)	283	0.00872548%	\$	21,813.70
West Siloam Springs town	859	0.02648477%	\$	66,211.91
Balance of Delaware County	29,926	0.92268113%	\$	2,306,702.83
Dewey County	4,891	0.15079975%		
Camargo town	181	0.00558061%	\$	13,951.52
Leedey town	443	0.01365862%	\$	34,146.54
Oakwood town	66	0.00203492%	\$	5,087.29
Putnam town	29	0.00089413%	\$	2,235.33
Seiling city (pt.)	855	0.02636144%	\$	65,903.59
Taloga town	312	0.00961961%	\$	24,049.03
Vici town	704	0.02170579%	\$	54,264.48
Balance of Dewey County	2,301	0.07094464%	\$	177,361.60
Ellis County	3,859	0.11898104%		
Arnett town	481	0.01483024%	\$	37,075.59
Fargo town	344	0.01060624%	\$	26,515.60
Gage town	408	0.01257949%	\$	31,448.73
Shattuck town	1,257	0.03875594%	\$	96,889.84
Balance of Ellis County	1,369	0.04220913%	\$	105,522.83
Garfield County	61,056	1.88248410%		
Breckenridge town	245	0.00755386%	\$	18,884.66
Carrier town	84	0.00258990%	\$	6,474.74
Covington town	534	0.01646434%	\$	41,160.84
Douglas town	34	0.00104829%	\$	2,620.73
Drummond town	455	0.01402860%	\$	35,071.50
Enid city	49,688	1.53198490%	\$	3,829,962.26
Fairmont town	131	0.00403900%	\$	10,097.51
Garber city	807	0.02488150%	\$	62,203.74
Hillsdale town	122	0.00376152%	\$	9,403.79
Hunter town	167	0.00514896%	\$	12,872.40
Kremlin town	255	0.00786218%	\$	19,655.46
Lahoma town	617	0.01902340%	\$	47,558.50
North Enid town	921	0.02839636%	\$	70,990.89
Waukomis town	1,296	0.03995839%	\$	99,895.97
Balance of Garfield County	5,700	0.17574291%	\$	439,357.29
Garvin County	27,711	0.85438805%		
Davis city (pt.)	-	0.00000000%	\$	-
Elmore City town	712	0.02195245%	\$	54,881.12
Foster town	161	0.00496397%	\$	12,409.92
Katie town	354	0.01091456%	\$	27,286.40
Lindsay city	2,777	0.08562071%	\$	214,051.79
Maysville town (pt.)	1,200	0.03699851%	\$	92,496.27
Paoli town	613	0.01890007%	\$	47,250.18
Pauls Valley city	6,110	0.18838407%	\$	470,960.18
Stratford town	1,525	0.04701894%	\$	117,547.34
Wynnewood city	2,203	0.06792309%	\$	169,807.74

Balance of Garvin County	12,056	0.37171168%	\$	929,279.20
Grady County	55,834	1.72147893%		
Alex town	548	0.01689599%	\$	42,239.96
Amber town	480	0.01479940%	\$	36,998.51
Blanchard city (pt.)	2,257	0.06958803%	\$	173,970.07
Bradley town	133	0.00410067%	\$	10,251.67
Bridge Creek town	336	0.01035958%	\$	25,898.96
Chickasha city	16,431	0.50660208%	\$	1,266,505.19
Minco city	1,648	0.05081128%	\$	127,028.21
Ninnekah town	1,047	0.03228120%	\$	80,703.00
Norge town	154	0.00474814%	\$	11,870.35
Pocasset town	208	0.00641307%	\$	16,032.69
Rush Springs town	1,256	0.03872511%	\$	96,812.76
Tuttle city	7,593	0.23410806%	\$	585,270.15
Verden town	537	0.01655683%	\$	41,392.08
Balance of Grady County	23,206	0.71548949%	\$	1,788,723.72
Grant County	4,333	0.13359545%		
Deer Creek town	125	0.00385401%	\$	9,635.03
Jefferson town	8	0.00024666%	\$	616.64
Lamont town	392	0.01208618%	\$	30,215.45
Manchester town	99	0.00305238%	\$	7,630.94
Medford city	939	0.02895133%	\$	72,378.33
Nash town	194	0.00598143%	\$	14,953.56
Pond Creek city	834	0.02571396%	\$	64,284.91
Renfrow town	12	0.00036999%	\$	924.96
Wakita town	326	0.01005126%	\$	25,128.15
Balance of Grant County	1,404	0.04328825%	\$	108,220.64
Greer County	5,712	0.17611290%		
Granite town	1,957	0.06033840%	\$	150,846.00
Mangum city	2,698	0.08318498%	\$	207,962.45
Willow town	134	0.00413150%	\$	10,328.75
Balance of Greer County	923	0.02845802%	\$	100,000.00
Harmon County	2,653	0.08179754%		
Gould town	129	0.00397734%	\$	9,943.35
Hollis city	1,873	0.05774851%	\$	144,371.26
Balance of Harmon County	651	0.02007169%	\$	100,000.00
Harper County	3,688	0.11370875%		
Buffalo town	1,287	0.03968090%	\$	99,202.25
Laverne town	1,328	0.04094502%	\$	102,362.54
May town	41	0.00126412%	\$	3,160.29
Rosston town	32	0.00098663%	\$	2,466.57
Balance of Harper County	1,000	0.03083209%	\$	100,000.00
Haskell County	12,627	0.38931680%		
Keota town	549	0.01692682%	\$	42,317.04
Kinta town	316	0.00974294%	\$	24,357.35
McCurtain town	502	0.01547771%	\$	38,694.27
Stigler city	2,677	0.08253751%	\$	206,343.76
Tamaha town	231	0.00712221%	\$	17,805.53
Whitefield town	387	0.01193202%	\$	29,830.05
Balance of Haskell County	7,965	0.24557760%	\$	613,944.00

Hughes County	13,279	0.40941933%	
Allen town (pt.)	129	0.00397734%	\$ 9,943.35
Atwood town	69	0.00212741%	\$ 5,318.54
Calvin town	275	0.00847882%	\$ 21,197.06
Dustin town	370	0.01140787%	\$ 28,519.68
Gerty town	112	0.00345319%	\$ 8,632.99
Holdenville city	5,501	0.16960733%	\$ 424,018.32
Horntown town	92	0.00283655%	\$ 7,091.38
Lamar town	150	0.00462481%	\$ 11,562.03
Spaulding town	173	0.00533395%	\$ 13,334.88
Stuart town	166	0.00511813%	\$ 12,795.32
Wetumka city	1,202	0.03706017%	\$ 92,650.43
Yeager town	72	0.00221991%	\$ 5,549.78
Balance of Hughes County	4,968	0.15317382%	\$ 382,934.56
Jackson County	24,530	0.75631117%	
Altus city	18,338	0.56539887%	\$ 1,413,497.18
Blair town	742	0.02287741%	\$ 57,193.53
East Duke town	387	0.01193202%	\$ 29,830.05
Eldorado town	406	0.01251783%	\$ 31,294.57
Elmer town	89	0.00274406%	\$ 6,860.14
Friendship town	22	0.00067831%	\$ 1,695.76
Headrick town	88	0.00271322%	\$ 6,783.06
Martha town	149	0.00459398%	\$ 11,484.95
Olustee town	555	0.01711181%	\$ 42,779.53
Balance of Jackson County	3,754	0.11574367%	\$ 289,359.17
Jefferson County	6,002	0.18505421%	
Addington town	107	0.00329903%	\$ 8,247.58
Cornish town	155	0.00477897%	\$ 11,947.43
Hastings town	132	0.00406984%	\$ 10,174.59
Ringling town	954	0.02941381%	\$ 73,534.54
Ryan town	750	0.02312407%	\$ 57,810.17
Sugden town	42	0.00129495%	\$ 3,237.37
Terral town	385	0.01187035%	\$ 29,675.89
Waurika city	1,885	0.05811849%	\$ 145,296.23
Balance of Jefferson County	1,592	0.04908469%	\$ 122,711.72
Johnston County	11,085	0.34177372%	
Bromide town (pt.)	133	0.00410067%	\$ 10,251.67
Mannsville town	862	0.02657726%	\$ 66,443.15
Milburn town	319	0.00983544%	\$ 24,588.59
Mill Creek town	319	0.00983544%	\$ 24,588.59
Ravia town	525	0.01618685%	\$ 40,467.12
Tishomingo city	3,082	0.09502450%	\$ 237,561.26
Wapanucka town	443	0.01365862%	\$ 34,146.54
Balance of Johnston County	5,402	0.16655495%	\$ 416,387.38
Kay County	43,538	1.34236755%	
Blackwell city	6,562	0.20232018%	\$ 505,800.44
Braman town	202	0.00622808%	\$ 15,570.21
Kaw City city	367	0.01131538%	\$ 28,288.44
Kildare town	94	0.00289822%	\$ 7,245.54
Newkirk city	2,170	0.06690564%	\$ 167,264.09



Ponca City city	23,660	0.72948726%	\$	1,823,718.14
Tonkawa city	2,980	0.09187963%	\$	229,699.07
Balance of Kay County	7,503	0.23133317%	\$	578,332.93
Kingfisher County	15,765	0.48606790%		
Cashion town (pt.)	630	0.01942422%	\$	48,560.54
Dover town	475	0.01464524%	\$	36,613.11
Hennessey town	2,223	0.06853974%	\$	171,349.34
Kingfisher city	4,908	0.15132390%	\$	378,309.75
Loyal town	83	0.00255906%	\$	6,397.66
Okarche town (pt.)	949	0.02925965%	\$	73,149.13
Piedmont city (pt.)	8	0.00024666%	\$	616.64
Balance of Kingfisher County	6,489	0.20006943%	\$	500,173.58
Kiowa County	8,708	0.26848584%		
Cooperton town	15	0.00046248%	\$	1,156.20
Gotebo town	209	0.00644391%	\$	16,109.77
Hobart city	3,427	0.10566157%	\$	264,153.93
Lone Wolf town	399	0.01230200%	\$	30,755.01
Mountain Park town	381	0.01174703%	\$	29,367.57
Mountain View town	735	0.02266159%	\$	56,653.97
Roosevelt town	230	0.00709138%	\$	17,728.45
Snyder city	1,277	0.03937258%	\$	98,431.45
Balance of Kiowa County	2,035	0.06274330%	\$	156,858.26
Latimer County	10,073	0.31057165%		
Fanshawe town (pt.)	5	0.00015416%	\$	385.40
Red Oak town	478	0.01473774%	\$	36,844.35
Wilburton city	2,542	0.07837517%	\$	195,937.93
Balance of Latimer County	7,048	0.21730457%	\$	543,261.43
Le Flore County	49,853	1.53707220%		
Arkoma town	1,899	0.05855014%	\$	146,375.35
Bokoshe town	497	0.01532355%	\$	38,308.87
Cameron town	293	0.00903380%	\$	22,584.51
Cowlington town	152	0.00468648%	\$	11,716.19
Fanshawe town (pt.)	400	0.01233284%	\$	30,832.09
Fort Coffee town	422	0.01301114%	\$	32,527.86
Heavener city	3,301	0.10177673%	\$	254,441.83
Howe town	789	0.02432652%	\$	60,816.30
Le Flore town	175	0.00539562%	\$	13,489.04
Panama town	1,362	0.04199331%	\$	104,983.27
Pocola town	4,121	0.12705904%	\$	317,647.61
Poteau city	8,863	0.27326482%	\$	683,162.04
Rock Island town	643	0.01982503%	\$	49,562.59
Shady Point town	999	0.03080126%	\$	77,003.15
Spiro town	2,158	0.06653565%	\$	166,339.13
Talihina town	1,084	0.03342199%	\$	83,554.96
Wister town	1,062	0.03274368%	\$	81,859.20
Balance of Le Flore County	21,633	0.66699061%	\$	1,667,476.52
Lincoln County	34,877	1.07533081%		
Agra town	344	0.01060624%	\$	26,515.60
Carney town	623	0.01920839%	\$	48,020.98
Chandler city	3,085	0.09511700%	\$	237,792.50

Davenport town	807	0.02488150%	\$	62,203.74
Fallis town	27	0.00083247%	\$	2,081.17
Kendrick town	142	0.00437816%	\$	10,945.39
Meeker town	1,141	0.03517942%	\$	87,948.54
Prague city	2,367	0.07297956%	\$	182,448.89
Sparks town	171	0.00527229%	\$	13,180.72
Stroud city (pt.)	2,697	0.08315415%	\$	207,885.37
Tryon town	501	0.01544688%	\$	38,617.19
Warwick town	150	0.00462481%	\$	11,562.03
Wellston town	774	0.02386404%	\$	59,660.09
Balance of Lincoln County	22,048	0.67978593%	\$	1,699,464.82
Logan County	48,011	1.48027949%		
Cashion town (pt.)	241	0.00743053%	\$	18,576.33
Cedar Valley city	330	0.01017459%	\$	25,436.47
Cimarron City town	175	0.00539562%	\$	13,489.04
Coyle town	372	0.01146954%	\$	28,673.84
Crescent city	1,561	0.04812889%	\$	120,322.23
Guthrie city	11,661	0.35953300%	\$	898,832.51
Langston town	1,860	0.05734769%	\$	143,369.22
Marshall town	307	0.00946545%	\$	23,663.63
Meridian town	43	0.00132578%	\$	3,314.45
Mulhall town (pt.)	259	0.00798551%	\$	19,963.78
Orlando town (pt.)	167	0.00514896%	\$	12,872.40
Balance of Logan County	31,035	0.95687392%	\$	2,392,184.81
Love County	10,253	0.31612142%		
Leon town	100	0.00308321%	\$	7,708.02
Marietta city	2,768	0.08534323%	\$	213,358.06
Thackerville town	514	0.01584769%	\$	39,619.24
Balance of Love County	6,871	0.21184729%	\$	529,618.23
McClain County	40,474	1.24789802%		
Blanchard city (pt.)	6,650	0.20503340%	\$	512,583.50
Byars town	273	0.00841716%	\$	21,042.90
Cole town	599	0.01846842%	\$	46,171.06
Dibble town	861	0.02654643%	\$	66,366.07
Goldsby town	2,454	0.07566195%	\$	189,154.87
Maysville town (pt.)	3	0.00009250%	\$	231.24
Newcastle city	10,655	0.32851592%	\$	821,289.80
Purcell city (pt.)	6,420	0.19794202%	\$	494,855.05
Rosedale town	71	0.00218908%	\$	5,472.70
Washington town	601	0.01853009%	\$	46,325.22
Wayne town	730	0.02250743%	\$	56,268.56
Balance of McClain County	11,157	0.34399363%	\$	859,984.08
McCurtain County	32,832	1.01227919%		
Broken Bow city	4,085	0.12594909%	\$	314,872.72
Garvin town	255	0.00786218%	\$	19,655.46
Haworth town	296	0.00912630%	\$	22,815.75
Idabel city	6,843	0.21098399%	\$	527,459.98
Millerton town	315	0.00971211%	\$	24,280.27
Valliant town	738	0.02275408%	\$	56,885.21
Wright City town	735	0.02266159%	\$	56,653.97

Balance of McCurtain County	19,565	0.60322985%	\$	1,508,074.62
McIntosh County	19,596	0.60418564%		
Checotah city	3,095	0.09542532%	\$	238,563.30
Eufaula city	2,846	0.08774813%	\$	219,370.32
Hanna town	133	0.00410067%	\$	10,251.67
Hitchita town	83	0.00255906%	\$	6,397.66
Rentiesville town	124	0.00382318%	\$	9,557.95
Stidham town	19	0.00058581%	\$	1,464.52
Balance of McIntosh County	13,296	0.40994347%	\$	1,024,858.68
Major County	7,629	0.23521802%		
Ames town	241	0.00743053%	\$	18,576.33
Cleo Springs town	334	0.01029792%	\$	25,744.80
Fairview city	2,594	0.07997844%	\$	199,946.11
Meno town	237	0.00730721%	\$	18,268.01
Ringwood town	509	0.01569353%	\$	39,233.83
Seiling city (pt.)	-	0.00000000%	\$	-
Balance of Major County	3,714	0.11451038%	\$	286,275.96
Marshall County	16,931	0.52201812%		
Kingston town	1,675	0.05164375%	\$	129,109.38
Madill city	4,031	0.12428416%	\$	310,710.39
Oakland town	1,140	0.03514858%	\$	87,871.46
Balance of Marshall County	10,085	0.31094163%	\$	777,354.08
Mayes County	41,100	1.26719891%		
Adair town	811	0.02500483%	\$	62,512.06
Chouteau town	2,093	0.06453156%	\$	161,328.91
Disney town	303	0.00934212%	\$	23,355.31
Grand Lake Towne town	70	0.00215825%	\$	5,395.62
Hoot Owl town	4	0.00012333%	\$	308.32
Ketchum town (pt.)	22	0.00067831%	\$	1,695.76
Langley town (pt.)	822	0.02534398%	\$	63,359.95
Locust Grove town	1,395	0.04301077%	\$	107,526.91
Pensacola town	127	0.00391568%	\$	9,789.19
Pryor Creek city	9,379	0.28917417%	\$	722,935.44
Salina town	1,394	0.04297993%	\$	107,449.83
Spavinaw town	429	0.01322697%	\$	33,067.42
Sportsmen Acres town	308	0.00949628%	\$	23,740.71
Strang town	89	0.00274406%	\$	6,860.14
Balance of Mayes County	23,854	0.73546868%	\$	1,838,671.70
Murray County	14,073	0.43390001%		
Davis city (pt.)	2,896	0.08928973%	\$	223,224.33
Dougherty town	222	0.00684472%	\$	17,111.81
Hickory town	73	0.00225074%	\$	5,626.86
Sulphur city	5,043	0.15548623%	\$	388,715.58
Balance of Murray County	5,839	0.18002858%	\$	450,071.44
Muskogee County	67,997	2.09648964%		
Boynton town	241	0.00743053%	\$	18,576.33
Braggs town	253	0.00780052%	\$	19,501.30
Council Hill town	151	0.00465565%	\$	11,639.11
Fort Gibson town (pt.)	3,934	0.12129344%	\$	303,233.61
Haskell town	1,930	0.05950593%	\$	148,764.84

Muskogee city	37,113	1.14427137%	\$	2,860,678.42
Oktaha town	388	0.01196285%	\$	29,907.13
Porum town	701	0.02161330%	\$	54,033.24
Summit town	137	0.00422400%	\$	10,559.99
Taft town	238	0.00733804%	\$	18,345.09
Wainwright town	160	0.00493313%	\$	12,332.84
Warner town	1,590	0.04902302%	\$	122,557.56
Webbers Falls town	593	0.01828343%	\$	45,708.57
Balance of Muskogee County	20,568	0.63415443%	\$	1,585,386.08
Noble County	11,131	0.34319200%		
Billings town	496	0.01529272%	\$	38,231.79
Marland town	223	0.00687556%	\$	17,188.89
Morrison town	707	0.02179829%	\$	54,495.72
Perry city	4,837	0.14913482%	\$	372,837.05
Red Rock town	289	0.00891047%	\$	22,276.19
Balance of Noble County	4,579	0.14118014%	\$	352,950.35
Nowata County	10,076	0.31066414%		
Delaware town	399	0.01230200%	\$	30,755.01
Lenapah town	280	0.00863299%	\$	21,582.46
New Alluwe town	85	0.00262073%	\$	6,551.82
Nowata city	3,552	0.10951558%	\$	273,788.96
South Coffeyville town	734	0.02263075%	\$	56,576.89
Wann town	120	0.00369985%	\$	9,249.63
Balance of Nowata County	4,906	0.15126223%	\$	378,155.59
Okfuskee County	11,993	0.36976926%		
Bearden town	131	0.00403900%	\$	10,097.51
Boley town	1,174	0.03619687%	\$	90,492.18
Castle town	103	0.00317571%	\$	7,939.26
Clearview town	48	0.00147994%	\$	3,699.85
IXL town	50	0.00154160%	\$	3,854.01
Okemah city	3,132	0.09656611%	\$	241,415.27
Okmulgee city (pt.)	4	0.00012333%	\$	308.32
Paden town	456	0.01405943%	\$	35,148.58
Weleetka town	954	0.02941381%	\$	73,534.54
Balance of Okfuskee County	5,941	0.18317345%	\$	457,933.62
Oklahoma County	248,981	7.67660467%		
Arcadia town	270	0.00832466%	\$	20,811.66
Bethany city	19,221	0.59262361%	\$	1,481,559.02
Choctaw city	12,674	0.39076591%	\$	976,914.78
Del City city	21,712	0.66942634%	\$	1,673,565.86
Edmond city	94,054	2.89988142%	\$	7,249,703.55
Forest Park town	1,069	0.03295950%	\$	82,398.76
Harrah city	6,499	0.20037775%	\$	500,944.39
Jones town	3,169	0.09770689%	\$	244,267.24
Lake Aluma town	91	0.00280572%	\$	7,014.30
Luther town	1,759	0.05423365%	\$	135,584.12
Midwest City city	57,407	1.76997781%	\$	4,424,944.52
Nichols Hills city	3,938	0.12141677%	\$	303,541.93
Nicoma Park city	2,467	0.07606277%	\$	190,156.92
Oklahoma City city (pt.)	-	0.00000000%	\$	-

Smith Village town	78	0.00240490%	\$	6,012.26
Spencer city	3,968	0.12234173%	\$	305,854.34
The Village city	9,564	0.29487811%	\$	737,195.28
Valley Brook town	771	0.02377154%	\$	59,428.85
Warr Acres city	10,118	0.31195909%	\$	779,897.72
Woodlawn Park town	152	0.00468648%	\$	11,716.19
Balance of Oklahoma County	-	0.00000000%	\$	-
Okmulgee County	38,465	1.18595635%		
Beggs city	1,237	0.03813930%	\$	95,348.24
Dewar town	853	0.02629977%	\$	65,749.43
Grayson town	156	0.00480981%	\$	12,024.52
Henryetta city	5,566	0.17161141%	\$	429,028.54
Hoffman town	126	0.00388484%	\$	9,712.11
Liberty town (pt.)	102	0.00314487%	\$	7,862.18
Morris city	1,420	0.04378157%	\$	109,453.92
Mounds town (pt.)	2	0.00006166%	\$	154.16
Okmulgee city (pt.)	11,707	0.36095128%	\$	902,378.20
Schulter town	496	0.01529272%	\$	38,231.79
Winchester town	508	0.01566270%	\$	39,156.75
Balance of Okmulgee County	16,292	0.50231641%	\$	1,255,791.04
Osage County	46,963	1.44796746%		
Avant town	307	0.00946545%	\$	23,663.63
Barnsdall city	1,150	0.03545690%	\$	88,642.26
Bartlesville city (pt.)	3	0.00009250%	\$	231.24
Burbank town	139	0.00428566%	\$	10,714.15
Fairfax town	1,265	0.03900259%	\$	97,506.49
Foraker town	18	0.00055498%	\$	1,387.44
Grainola town	31	0.00095579%	\$	2,389.49
Hominy city	3,388	0.10445912%	\$	261,147.80
Osage town	155	0.00477897%	\$	11,947.43
Pawhuska city	3,415	0.10529159%	\$	263,228.97
Prue town	470	0.01449108%	\$	36,227.71
Sand Springs city (pt.)	392	0.01208618%	\$	30,215.45
Shidler city	430	0.01325780%	\$	33,144.50
Skiatook city (pt.)	5,533	0.17059396%	\$	426,484.89
Sperry town (pt.)	31	0.00095579%	\$	2,389.49
Tulsa city (pt.)	5,895	0.18175517%	\$	454,387.93
Webb City town	61	0.00188076%	\$	4,701.89
Wynona town	434	0.01338113%	\$	33,452.82
Balance of Osage County	23,846	0.73522202%	\$	1,838,055.06
Ottawa County	31,127	0.95971047%		
Afton town	1,020	0.03144873%	\$	78,621.83
Commerce city	2,510	0.07738855%	\$	193,471.37
Fairland town	1,031	0.03178789%	\$	79,469.71
Miami city	13,088	0.40353040%	\$	1,008,825.99
North Miami town	368	0.01134621%	\$	28,365.52
Peoria town	135	0.00416233%	\$	10,405.83
Quapaw town	876	0.02700891%	\$	67,522.28
Wyandotte town	324	0.00998960%	\$	24,973.99
Balance of Ottawa County	11,775	0.36304786%	\$	907,619.66

Pawnee County	16,376	0.50490631%	
Blackburn town	107	0.00329903%	\$ 8,247.58
Cleveland city	3,125	0.09635028%	\$ 240,875.71
Hallett town	124	0.00382318%	\$ 9,557.95
Jennings town	354	0.01091456%	\$ 27,286.40
Mannford town (pt.)	12	0.00036999%	\$ 924.96
Maramec town	90	0.00277489%	\$ 6,937.22
Pawnee city	2,106	0.06493238%	\$ 162,330.96
Ralston town	319	0.00983544%	\$ 24,588.59
Skedee town	50	0.00154160%	\$ 3,854.01
Terlton town	107	0.00329903%	\$ 8,247.58
Westport town	296	0.00912630%	\$ 22,815.75
Balance of Pawnee County	9,686	0.29863963%	\$ 746,599.07
Payne County	81,784	2.52157167%	
Cushing city	7,615	0.23478637%	\$ 586,965.92
Drumright city (pt.)	62	0.00191159%	\$ 4,778.97
Glencoe town	607	0.01871508%	\$ 46,787.70
Mulhall town (pt.)	-	0.00000000%	\$ -
Orlando town (pt.)	-	0.00000000%	\$ -
Perkins city	2,817	0.08685400%	\$ 217,135.00
Ripley town	409	0.01261032%	\$ 31,525.81
Stillwater city	50,299	1.55082331%	\$ 3,877,058.27
Yale city	1,225	0.03776931%	\$ 94,423.28
Balance of Payne County	18,750	0.57810169%	\$ 1,445,254.23
Pittsburg County	43,654	1.34594407%	
Alderson town	289	0.00891047%	\$ 22,276.19
Ashland town	63	0.00194242%	\$ 4,856.05
Canadian town	203	0.00625891%	\$ 15,647.29
Carlton Landing town	-	0.00000000%	\$ -
Crowder town	404	0.01245616%	\$ 31,140.41
Haileyville city	751	0.02315490%	\$ 57,887.25
Hartshorne city	1,963	0.06052339%	\$ 151,308.48
Indianola town	151	0.00465565%	\$ 11,639.11
Kiowa town	676	0.02084249%	\$ 52,106.23
Krebs city	1,945	0.05996842%	\$ 149,921.04
McAlester city	17,814	0.54924286%	\$ 1,373,107.14
Pittsburg town	197	0.00607392%	\$ 15,184.80
Quinton town	985	0.03036961%	\$ 75,924.02
Savanna town	645	0.01988670%	\$ 49,716.75
Balance of Pittsburg County	17,568	0.54165816%	\$ 1,354,145.41
Pontotoc County	38,284	1.18037574%	
Ada city	17,235	0.53139108%	\$ 1,328,477.69
Allen town (pt.)	797	0.02457318%	\$ 61,432.94
Byng town	1,198	0.03693684%	\$ 92,342.11
Fitzhugh town	230	0.00709138%	\$ 17,728.45
Francis town	320	0.00986627%	\$ 24,665.67
Roff town	713	0.02198328%	\$ 54,958.20
Stonewall town	521	0.01606352%	\$ 40,158.80
Balance of Pontotoc County	17,270	0.53247020%	\$ 1,331,175.50
Pottawatomie County	72,522	2.23600485%	

Asher town	412	0.01270282%	\$	31,757.05
Bethel Acres town	3,193	0.09844686%	\$	246,117.16
Brooksville town	60	0.00184993%	\$	4,624.81
Earlsboro town	621	0.01914673%	\$	47,866.82
Johnson town	256	0.00789302%	\$	19,732.54
McCloud city	4,743	0.14623660%	\$	365,591.51
Macomb town	33	0.00101746%	\$	2,543.65
Maud city (pt.)	715	0.02204494%	\$	55,112.36
Oklahoma City city (pt.)	-	0.00000000%	\$	-
Pink town	2,181	0.06724479%	\$	168,111.97
St. Louis town	161	0.00496397%	\$	12,409.92
Shawnee city	31,436	0.96923759%	\$	2,423,093.98
Tecumseh city	6,636	0.20460175%	\$	511,504.38
Tribbey town	414	0.01276449%	\$	31,911.21
Wanette town	359	0.01106872%	\$	27,671.80
Balance of Pottawatomie County	21,302	0.65678519%	\$	1,641,962.97
Pushmataha County	11,096	0.34211287%		
Albion town	100	0.00308321%	\$	7,708.02
Antlers city	2,321	0.07156128%	\$	178,903.20
Clayton town	786	0.02423402%	\$	60,585.06
Rattan town	296	0.00912630%	\$	22,815.75
Balance of Pushmataha County	7,593	0.23410806%	\$	585,270.15
Roger Mills County	3,583	0.11047138%		
Cheyenne town	774	0.02386404%	\$	59,660.09
Hammon town (pt.)	511	0.01575520%	\$	39,388.00
Reydon town	206	0.00635141%	\$	15,878.53
Strong City town	46	0.00141828%	\$	3,545.69
Sweetwater town (pt.)	25	0.00077080%	\$	1,927.01
Balance of Roger Mills County	2,021	0.06231165%	\$	155,779.14
Rogers County	92,459	2.85070424%		
Catoosa city (pt.)	5,308	0.16365674%	\$	409,141.84
Chelsea town	1,907	0.05879680%	\$	146,991.99
Claremore city	18,743	0.57788587%	\$	1,444,714.67
Collinsville city (pt.)	3	0.00009250%	\$	231.24
Fair Oaks town (pt.)	-	0.00000000%	\$	-
Foyil town	378	0.01165453%	\$	29,136.33
Inola town	1,803	0.05559026%	\$	138,975.65
Oologah town	1,175	0.03622771%	\$	90,569.27
Owasso city (pt.)	3,121	0.09622695%	\$	240,567.38
Talala town	278	0.00857132%	\$	21,428.30
Tulsa city (pt.)	17	0.00052415%	\$	1,310.36
Valley Park town	72	0.00221991%	\$	5,549.78
Verdigris town	4,590	0.14151929%	\$	353,798.24
Balance of Rogers County	55,064	1.69773822%	\$	4,244,345.55
Seminole County	24,258	0.74792485%		
Bowlegs town	388	0.01196285%	\$	29,907.13
Cromwell town	274	0.00844799%	\$	21,119.98
Konawa city	1,197	0.03690601%	\$	92,265.03
Lima town	52	0.00160327%	\$	4,008.17
Maud city (pt.)	346	0.01066790%	\$	26,669.76

Sasakwa town	137	0.00422400%	\$	10,559.99
Seminole city	7,041	0.21708875%	\$	542,721.87
Wewoka city	3,224	0.09940266%	\$	248,506.65
Balance of Seminole County	11,599	0.35762142%	\$	894,053.54
Sequoyah County	41,569	1.28165916%		
Gans town	301	0.00928046%	\$	23,201.15
Gore town	951	0.02932132%	\$	73,303.29
Marble City town	249	0.00767719%	\$	19,192.98
Moffett town	118	0.00363819%	\$	9,095.47
Muldraw town	3,251	0.10023513%	\$	250,587.81
Paradise Hill town	80	0.00246657%	\$	6,166.42
Roland town	3,911	0.12058431%	\$	301,460.76
Sallisaw city	8,497	0.26198027%	\$	654,950.68
Vian town	1,367	0.04214747%	\$	105,368.67
Balance of Sequoyah County	22,844	0.70432827%	\$	1,760,820.68
Stephens County	43,143	1.33018887%		
Bray town	1,176	0.03625854%	\$	90,646.35
Central High town	1,164	0.03588855%	\$	89,721.38
Comanche city	1,559	0.04806723%	\$	120,168.07
Duncan city	22,344	0.68891223%	\$	1,722,280.56
Empire City town	893	0.02753306%	\$	68,832.64
Loco town	118	0.00363819%	\$	9,095.47
Marlow city	4,420	0.13627784%	\$	340,694.60
Velma town	595	0.01834509%	\$	45,862.73
Balance of Stephens County	10,874	0.33526815%	\$	838,170.37
Texas County	19,983	0.61611766%		
Goodwell town	1,270	0.03915675%	\$	97,891.89
Guymon city	10,996	0.33902966%	\$	847,574.16
Hardesty town	210	0.00647474%	\$	16,186.85
Hooker city	1,844	0.05685437%	\$	142,135.94
Optima town	372	0.01146954%	\$	28,673.84
Texhoma town	901	0.02777971%	\$	69,449.28
Tyrone town	741	0.02284658%	\$	57,116.45
Balance of Texas County	3,649	0.11250630%	\$	281,265.74
Tillman County	7,250	0.22353265%		
Chattanooga town (pt.)	-	0.00000000%	\$	-
Davidson town	288	0.00887964%	\$	22,199.11
Frederick city	3,545	0.10929976%	\$	273,249.40
Grandfield city	933	0.02876634%	\$	71,915.85
Hollister town	46	0.00141828%	\$	3,545.69
Loveland town	12	0.00036999%	\$	924.96
Manitou town	164	0.00505646%	\$	12,641.16
Tipton town	759	0.02340156%	\$	58,503.89
Balance of Tillman County	1,503	0.04634063%	\$	115,851.58
Tulsa County	615,055	18.96343129%		
Bixby city (pt.)	27,714	0.85448055%	\$	2,136,201.38
Broken Arrow city (pt.)	89,901	2.77183575%	\$	6,929,589.37
Collinsville city (pt.)	7,233	0.22300851%	\$	557,521.27
Glenpool city	13,936	0.42967601%	\$	1,074,190.03
Jenks city	23,767	0.73278629%	\$	1,831,965.72



Liberty town (pt.)	104	0.00320654%	\$	8,016.34
Lotsee town	2	0.00006166%	\$	154.16
Mannford town (pt.)	21	0.00064747%	\$	1,618.68
Owasso city (pt.)	33,836	1.04323461%	\$	2,608,086.52
Sand Springs city (pt.)	19,513	0.60162658%	\$	1,504,066.44
Sapulpa city (pt.)	68	0.00209658%	\$	5,241.46
Skiatook city (pt.)	2,519	0.07766604%	\$	194,165.09
Sperry town (pt.)	1,307	0.04029754%	\$	100,743.86
Tulsa city (pt.)	395,134	12.18280716%	\$	30,457,017.91
Balance of Tulsa County	-	0.00000000%	\$	-
Wagoner County	81,289	2.50630979%		
Bixby city (pt.)	230	0.00709138%	\$	17,728.45
Broken Arrow city (pt.)	20,297	0.62579894%	\$	1,564,497.34
Catoosa city (pt.)	1,645	0.05071879%	\$	126,796.97
Coweta city	10,032	0.30930753%	\$	773,268.82
Fair Oaks town (pt.)	101	0.00311404%	\$	7,785.10
Okay town	702	0.02164413%	\$	54,110.32
Porter town	682	0.02102749%	\$	52,568.71
Redbird town	154	0.00474814%	\$	11,870.35
Tulahassee town	110	0.00339153%	\$	8,478.82
Tulsa city (pt.)	144	0.00443982%	\$	11,099.55
Wagoner city	9,185	0.28319275%	\$	707,981.87
Balance of Wagoner County	38,007	1.17183526%	\$	2,929,588.14
Washington County	51,527	1.58868512%		
Bartlesville city (pt.)	36,141	1.11430258%	\$	2,785,756.44
Copan town	737	0.02272325%	\$	56,808.13
Dewey city	3,384	0.10433579%	\$	260,839.48
Ochelata town	424	0.01307281%	\$	32,682.02
Ramona town	545	0.01680349%	\$	42,008.72
Vera town	247	0.00761553%	\$	19,038.82
Balance of Washington County	10,049	0.30983168%	\$	774,579.19
Washita County	10,916	0.33656310%		
Bessie town	174	0.00536478%	\$	13,411.96
Burns Flat town	1,901	0.05861180%	\$	146,529.51
Canute town	519	0.01600185%	\$	40,004.64
Clinton city (pt.)	4	0.00012333%	\$	308.32
Colony town	129	0.00397734%	\$	9,943.35
Corn town	472	0.01455275%	\$	36,381.87
Dill City town	533	0.01643350%	\$	41,083.76
Foss town	145	0.00447065%	\$	11,176.63
New Cordell city	2,734	0.08429493%	\$	210,737.34
Rocky town	152	0.00468648%	\$	11,716.19
Sentinel town	845	0.02605312%	\$	65,132.79
Balance of Washita County	3,308	0.10199255%	\$	254,981.39
Woods County	8,793	0.27110657%		
Alva city	4,953	0.15271134%	\$	381,778.36
Dacoma town	108	0.00332987%	\$	8,324.66
Freedom town	291	0.00897214%	\$	22,430.35
Waynoka city	914	0.02818053%	\$	70,451.33
Balance of Woods County	2,527	0.07791269%	\$	194,781.73

Woodward County	20,211	0.62314738%		
Fort Supply town	320	0.00986627%	\$	24,665.67
Mooreland town	1,169	0.03604271%	\$	90,106.78
Mutual town	61	0.00188076%	\$	4,701.89
Sharon town	134	0.00413150%	\$	10,328.75
Woodward city	12,121	0.37371577%	\$	934,289.42
Balance of Woodward County	6,406	0.19751037%	\$	493,775.93

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**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of August 10, 2020<sup>1</sup>**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>2</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**A. Eligible Expenditures**

**1. *Are governments required to submit proposed expenditures to Treasury for approval?***

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

**2. *The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?***

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

**3. *The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?***

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

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<sup>1</sup> On August 10, 2020, these Frequently Asked Questions were revised to add Questions 49–52. The previous revision was made on July 8.

<sup>2</sup> The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

**4. *May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

**5. *May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

**6. *Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

**7. *Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

**8. *Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

9. *Are States permitted to use Fund payments to support state unemployment insurance funds generally?*

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

10. *Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?*

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

11. *The Guidance states that the Fund may support a "broad range of uses" including payroll expenses for several classes of employees whose services are "substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What are some examples of types of covered employees?*

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

12. *In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?*

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

13. *If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?*

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

**14. *May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

**15. *May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

**16. *Are expenses associated with contact tracing eligible?***

Yes, expenses associated with contact tracing are eligible.

**17. *To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

**18. *May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

**19. *May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

**20. *Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

**21. *May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**22. *May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

**23. *May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

**24. *The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

**25. *The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

**26. *May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

**27. *May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?***

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

**28. *Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

**29. *The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

**30. *The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**31. *May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

**32. *Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?***

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.



**33. *Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?***

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

**34. *May a State impose restrictions on transfers of funds to local governments?***

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

**35. *If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?***

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

**36. *May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?***

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

**37. *Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?***

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

**38. *May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?***

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

**39. *May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?***

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

**40. *May recipients use Fund payments to provide loans?***

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

**41. *May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?***

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

**42. *May funds be used to satisfy non-federal matching requirements under the Stafford Act?***

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

**43. *Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?***

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

44. *May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?*

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

45. *May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?*

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

46. *May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?*

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

47. *The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?*

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

48. *May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?*

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

49. *Are States permitted to use Coronavirus Relief Fund payments to satisfy non-federal matching requirements under the Stafford Act, including “lost wages assistance” authorized by the Presidential Memorandum on Authorizing the Other Needs Assistance Program for Major Disaster Declarations Related to Coronavirus Disease 2019 (August 8, 2020)?*

Yes. As previous guidance has stated, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund’s eligibility criteria and the Stafford Act. States are fully permitted to use payments from the Fund to satisfy 100% of their cost share for lost wages assistance recently made available under the Stafford Act.

50. *At what point would costs be considered to be incurred in the case of a grant made by a State, local, or tribal government to cover interest and principal amounts of a loan, such as might be provided as part of a small business assistance program in which the loan is made by a private institution?*

A grant made to cover interest and principal costs of a loan, including interest and principal due after the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”), will be considered to be incurred during the covered period if (i) the full amount of the loan is advanced to the borrower within the covered period and (ii) the proceeds of the loan are used by the borrower to cover expenses incurred during the covered period. In addition, if these conditions are met, the amount of the grant will be considered to have been used during the covered period for purposes of the requirement that expenses be incurred within the covered period. Such a grant would be analogous to a loan provided by the Fund recipient itself that incorporates similar loan forgiveness provisions. As with any other assistance provided by a Fund recipient, such a grant would need to be determined by the recipient to be necessary due to the public health emergency.

51. *If governments use Fund payments as described in the Guidance to establish a grant program to support businesses, would those funds be considered gross income taxable to a business receiving the grant under the Internal Revenue Code (Code)?*

Please see the answer provided by the Internal Revenue Service (IRS) available at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>.

52. *If governments use Fund payments as described in the Guidance to establish a loan program to support businesses, would those funds be considered gross income taxable to a business receiving the loan under the Code?*

Please see the answer provided by the IRS available at <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>.

## **B. Questions Related to Administration of Fund Payments**

1. *Do governments have to return unspent funds to Treasury?*

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

2. *What records must be kept by governments receiving payment?*

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

3. *May recipients deposit Fund payments into interest bearing accounts?*

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

4. *May governments retain assets purchased with payments from the Fund?*

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

5. *What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?*

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

6. *Are Fund payments to State, territorial, local, and tribal governments considered grants?*

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

7. *Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?*

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

8. *Are Fund payments subject to other requirements of the Uniform Guidance?*

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

9. *Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?*

Yes. The CFDA number assigned to the Fund is 21.019.

10. *If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?*

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

11. *Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?*

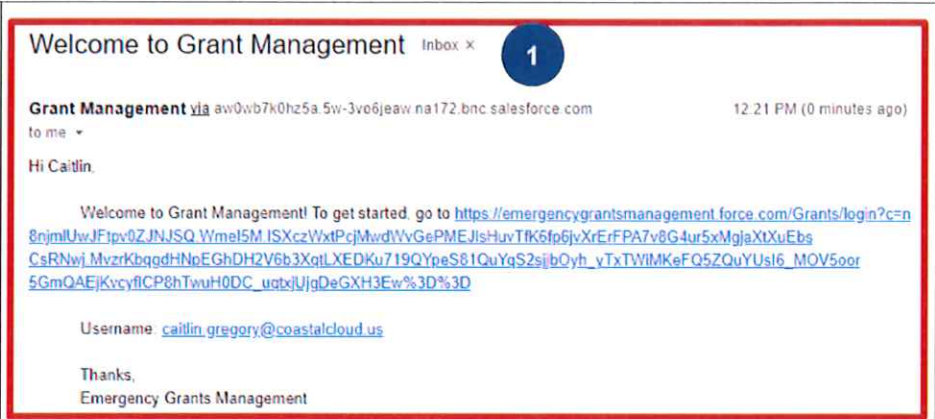
Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

12. *If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?*

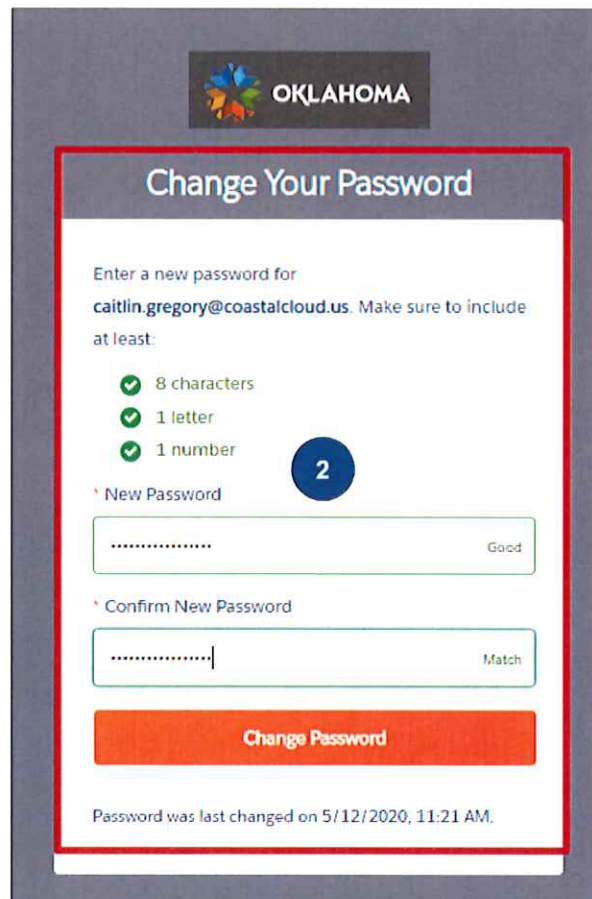
The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.

# Managing Grant Applications in the Portal

1. Once the Subrecipient Agreement is approved, an email notification will be sent to the subrecipient, welcoming them to the grant management community portal.



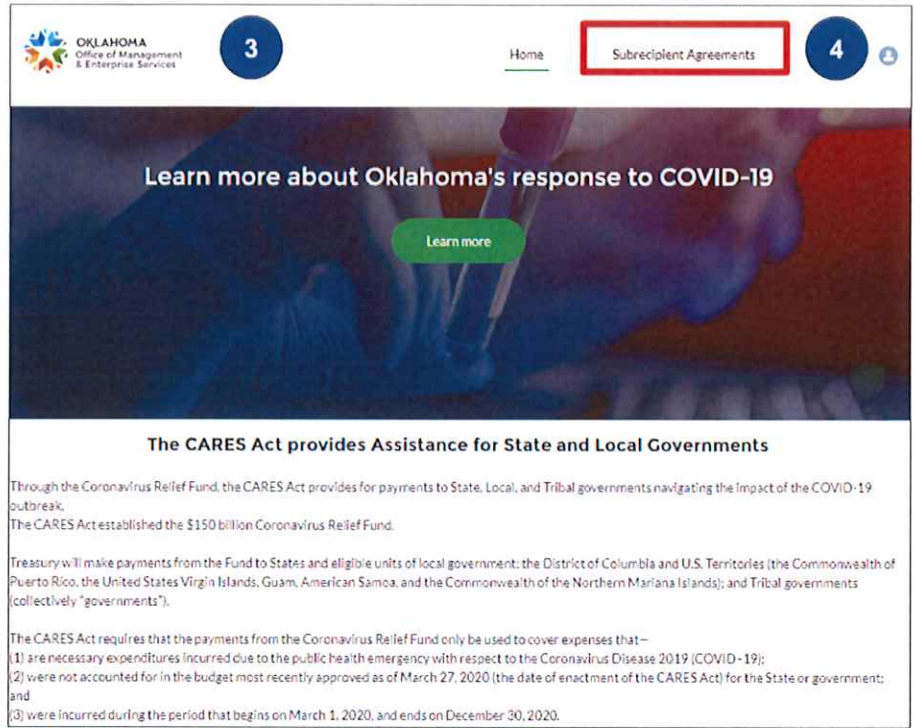
2. After clicking the link in the welcome email, the user will be prompted to change their password upon entering the community for the first time.



# Managing Grant Applications in the Portal

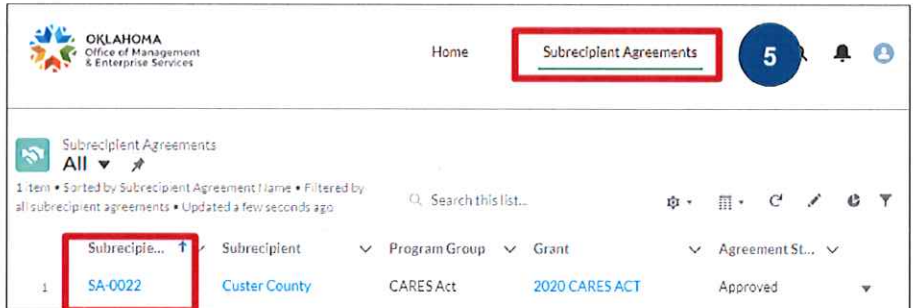
3. This is the homepage that users will see upon signing into the Portal.

4. To view Subrecipient Agreements, click the Subrecipient Agreements tab.



5. The Subrecipient Agreements tab displays the agreement for that Subrecipient. There should only be one Subrecipient Agreement per Subrecipient.

6. Click the Subrecipient Agreement Name to view the agreement.





## Managing Grant Applications in the Portal

7. The Subrecipient can see **key fields** related to the agreement from the Portal.

8. They can also see any **Financial Activity** related to the agreement. For this scenario, a financial activity would represent a request for funds reimbursement.

9. To create a new request for reimbursement, click the **New Financial Activity** button.

10. Enter the Requested Date and click **Next**.

# Managing Grant Applications in the Portal

11. Once your Financial Activity has been created, scroll down to the **Cost Categories** section at the bottom of the page.

12. Populate the **Funds Requested** for each Category.

**Financial Activity**  
FA-000027

Record Type	Subrecipient Account	Funds Requested	Requested Date	Status
Reimbursement	Test County		5/18/2020	New

Financial Activity Name: FA-000027  
 Financial Activity Type: Reimbursement

Subrecipient Agreement: SA-0017  
 Grant Name: Test - Cares Act  
 Requested Date: 5/18/2020  
 Funds Requested:

Reporting Time Period Start:   
 Reporting Time Period End:   
 Approved Date:

Additional Fund Categories:

**Financial Activity Information**  
 Funds Approved:

**System Information**  
 Created By: CG Training Contact, 5/18/2020, 3:55 PM  
 Last Modified By: CG Training Contact, 5/18/2020, 3:55 PM

**Financial Activity Cost Categories**

FINANCIAL ACTIVITY BUDGET CATEGORY NAME	COST CATEGORY NAME	ACTIVITY	CATEGORY TOTAL BUDGET	BUDGET REMAINING	FUNDS REQUESTED
FABC-00383	Medical Expenses	Public medical facility expenses			<input type="text" value="0.00"/>
FABC-00384	Medical Expenses	Public telemedicine capabilities			<input type="text" value="0.00"/>
FABC-00385	Payroll Expenses	COVID Dedicated Payroll Expenses			<input type="text" value="0.00"/>
FABC-00386	Compliance Expenses	Food delivery			<input type="text" value="0.00"/>

13. Once you have completed the Cost Categories table, check the box and click **Save**.

FABC-00403	Public Health Expenses	Public safety measures			<input type="text" value="0.00"/>
FABC-00404	Public Health Expenses	Quarantining			<input type="text" value="0.00"/>
FABC-00405	Compliance Expenses	Maintaining prisons and jails			<input type="text" value="0.00"/>
<b>Total</b>			<b>\$12,001,000.00</b>	<b>\$11,971,000.00</b>	<b>\$10,000.00</b>

By signing this report, I certify to the best of my knowledge and belief that the information is true, complete, and accurate, and the expenditures, reimbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001, 1003, 1005, 1006, 1007, 1008, 1009, 1010, 1011, Sections 3729-3730 and 3801-3812).


**Save**

## Managing Grant Applications in the Portal



14. Once your screen has refreshed, the **Total Requested** amount on your Cost Category table should match the **Funds Requested** amount on the Financial Activity Details.

FABC-00403	Public Health Expenses	Public safety measures	0.00
FABC-00404	Public Health Expenses	Quarantining	0.00
FABC-00405	Compliance Expenses	Maintaining prisons and jails	0.00
<b>Total</b>			<b>\$10,000.00</b>

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

 **Financial Activity**  
**FA-000027**

Record Type	Subrecipient Account	Funds Requested	Requested Date	Status
Reimbursement	Test County	\$10,000.00	5/18/2020	New

Financial Activity Name: FA-000027  
 Financial Activity Type: Reimbursement  
 Subrecipient Agreement: SA-0017  
 Grant Name: Test - Cares Act  
 Requested Date: 5/18/2020  
**Funds Requested: \$10,000.00** 14  
 Reporting Time Period Start:   
 Reporting Time Period End:   
 Additional Fund Categories:   
**Financial Activity Information**  
 Funds Approved:   
**System Information**  
 Created By:  CG Training Contact, 5/18/2020, 3:55 PM  
 Last Modified By:  CG Training Contact, 5/18/2020, 4:09 PM

## Managing Grant Applications in the Portal

15. From your Financial Activity record, upload any supporting documentation under the files section.

16. Click **Upload Files** or drag and drop the files.

Financial Activity  
FA-000051

Edit Submit for Approval

Record Type Reimbursement	Subrecipient Account Custer County	Funds Requested \$500,000.00	Requested Date 5/12/2020	Status New
------------------------------	---------------------------------------	---------------------------------	-----------------------------	---------------

**Details**

Financial Activity Name FA-000051	Financial Activity Type Reimbursement
Subrecipient Agreement SA-0022	Status New
Grant Name 2020 CARES ACT	Requested Date 5/12/2020
Reporting Time Period Start	Funds Requested \$500,000.00
Reporting Time Period End	Approved Date

**Financial Activity Information**

Total Award Amount \$0.00	Total Funds Released \$0.00
Funds Available to Draw \$9,000,000.00	Funds Approved

**Files (0)** Add Files

Upload Files

Or drop files

17. Once files have been uploaded, click the **Submit for Approval** button. This will submit your request to the State's Grant Manager.

Financial Activity  
FA-000051

Edit **Submit for Approval**

Record Type Reimbursement	Subrecipient Account Custer County	Funds Requested \$500,000.00	Requested Date 5/12/2020	Status New
------------------------------	---------------------------------------	---------------------------------	-----------------------------	---------------

**Details**

Financial Activity Name FA-000051	Financial Activity Type Reimbursement
Subrecipient Agreement SA-0022	Status New
Grant Name 2020 CARES ACT	

**Files (0)** Add Files

Upload Files

Or drop files

18. Add **Comments** and click **Submit**.

**Submit for Approval**

Comments

Please approve my funds request.

Cancel **Submit**

## Managing Grant Applications in the Portal

19. Once submitted, your Approval Status will update to **Grant Manager**. The status will also be updated at the State to show that the application is ready for review.

The screenshot displays the 'Financial Activity' page for record FA-000051. At the top, a summary table lists key information:

Record Type	Subrecipient Account	Funds Requested	Requested Date	Status
Reimbursement	Custer County	\$500,000.00	5/12/2020	Grant Administrator

Below this is a 'Details' section with the following fields:

- Financial Activity Name: FA-000051
- Financial Activity Type: Reimbursement
- Subrecipient Agreement: SA-0022
- Grant Name: 2020 CARES ACT
- Reporting Time Period Start
- Reporting Time Period End
- Requested Date: 5/12/2020
- Funds Requested: \$500,000.00
- Approved Date

A blue circle with the number '19' is positioned to the left of the 'Status' field, which is highlighted with a red rectangular box. The status is 'Grant Administrator'.

## FEDERAL FUNDING CERTIFICATION

I \_\_\_\_\_ am the legally authorized representative of City of \_\_\_\_\_, and I certify that:

1. I have the authority on behalf of City of \_\_\_\_\_ to request direct payment from the State of Oklahoma, from the allocation of funds to the State of Oklahoma from the Coronavirus Relief Fund as created in the CARES Act.
2. I understand that the State of Oklahoma will rely on this certification as a material representation in making a direct payment to City of \_\_\_\_\_ (“Recipient”).
3. City of \_\_\_\_\_’s proposed uses of the funds provided as direct payment under Section 14.435 of SS SCS HCS HB 2014 will be used only to cover those costs that:
  - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”);
  - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for City of \_\_\_\_\_; and
  - c. Were or will be incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. Funds provided as direct payment from the State of Oklahoma pursuant to this certification for necessary expenditures that were or will be incurred during the period that begins on March 1, 2020, and ending on December 30, 2020, that are not expended on those necessary expenditures on or before March 31, 2021, by the political subdivision or its grantee(s), must be returned to the State of Oklahoma on or before April 1, 2021.
5. Funds provided as a direct payment from the State of Oklahoma pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by a political subdivision or its grantee(s) in any manner that does not adhere to official federal guidance or in violation of this certification shall be returned to the State of Oklahoma Coronavirus Relief Fund.
6. Any local government entity receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts. Such documentation shall be produced to the State of Oklahoma upon request.
7. Any local government entity receiving funds pursuant to this certification shall be subject to any monitoring activities as deemed appropriate by the State of Oklahoma.
8. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.
9. Funds received pursuant to this certification cannot be used for expenditures for which a local government entity has received any other emergency COVID-19 supplemental

funding (whether state, federal or private in nature) for that same expense. Funds received pursuant to this certification for which a local government entity receives any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense, shall be returned to the State of Oklahoma Coronavirus Relief Fund.

10. I acknowledge and certify that Recipient has not received, and will not apply for, federal funds from any other source, to reimburse it for the expenditures for which funds are sought pursuant hereto.

**I certify under the penalties of perjury, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.**

By:

Signature:

Title:

Date:

State of Oklahoma

By:

Signature:

Title:

Date:

## SAMPLE SUMMARY OF EXPENSES

### TURNED IN TO THE STATE 8/5/2020 FOR REIMBURSEMENT 8/5/2020

#### FABC-12009- Public Safety Measures

\$2,550.00	PROSERV BUSINESS PRODUCTS, LLC - KN95 STOCK, FACE MASK	CH	PO 21-44029	
\$26.40	ALL MAINTENANCE SUPPLY - HAND SANITIZER	NMR	PO 21-44078	
<b><u>\$2,576.40</u></b>				\$ 2,576.40

#### FABC-12007 - Disinfection of Public Areas

\$40.75	HOME DEPOT PRO-2 PLY WHITE TISSUE	MAC	PO 20-43724	
\$53.32	HOME DEPOT PRO-MULTI FOLD TOWELS	MAC		
\$49.14	HOME DEPOT PRO-NITRIL GLOVES, SMALL	MAC		
\$33.36	HOME DEPOT PRO-PEROXY ROOM SANITIZER	MAC		
<b><u>\$176.57</u></b>				\$ 176.57

#### FABC-12004-Emergency Medical Response

\$1,218.08	MED-TECH RESOURCE LLC-MEDICAL MASKS	AMB	PO 21-43998	
\$311.95	MED-TECH RESOURCE LLC-MEDICAL MASKS	AMB	PO 21-43997	
<b><u>\$ 1,530.03</u></b>				\$ 1,530.03

#### FABC-11991 COVID Dedicated Payroll Expenses

<b>\$374,427.82</b>	PAYROLL & BENEFITS PAID FOR PUBLIC SAFETY EMPLOYEES	POLICE	\$ 239,407.96	
		FIRE	\$ 28,684.35	
		AMB	\$ 57,250.48	
		HEALTH	\$ 49,085.03	
			\$ 374,427.82	\$ 374,427.82
				<b>\$ 378,710.82</b>



IN THE DISTRICT COURT OF MAYES COUNTY  
STATE OF OKLAHOMA

FILED IN THE DISTRICT COURT  
MAYES CO, OKLAHOMA  
AUG 12 2020  
LAURA L. WADE, COURT CLERK  
BY \_\_\_\_\_ DEPUTY

CITY OF PRYOR POLICE DEPARTMENT, )  
ex rel, CITY OF PRYOR CREEK, OKLAHOMA, )  
Plaintiff, )  
vs. )  
CERTAIN ABANDONED/UNCLAIMED )  
PERSONAL PROPERTY IN THE POSSESSION )  
OF THE PRYOR POLICE DEPARTMENT. )

CASE NO. CV-2020-58

ORDER AUTHORIZING DISPOSITION OF  
ABANDONED/UNCLAIMED PERSONAL PROPERTY

Before the Court this 12<sup>th</sup> day of August, 2020, is the Application of the City of Pryor Police Department Chief of Police, ex rel., City of Pryor Creek, Oklahoma, a municipal corporation, pursuant to 11 O.S. Section 34-104, for judicial authorization for the sale/disposition of certain personal property which has been abandoned and/or unclaimed and is in the possession of the Pryor Police Department. Movant appears by and through its attorney, Ben Sherrer. No other party appears.

The Court specifically finds that there were no known individual owners of the property which is the subject of the Application. Therefore, publication notice of the hearing on disposition was duly given in The Paper, a newspaper of general circulation in the City of Pryor Creek and Mayes County, Oklahoma. The Court finds that notice has been given as required in 11 O.S. Section 34-104.

Based upon the allegations contained in the Application, statements of counsel, and relevant law the Court hereby FINDS AND ORDERS AS FOLLOWS:

1. That the City of Pryor Police Department has come into the possession of the following personal property:
  - A) One-hundred and forty-four (144) miscellaneous bicycles. The names and addresses of the owners/alleged owners are not known to applicant as the bicycles have been found in/around various locations in the city over the last decade. Said bicycles have been held in the City of Pryor Police Department's impound lot.

- B) One (1) utility tilt trailer, 5'w x 9.5' l, rust in color. The name and address of the owner/alleged owner is not know to applicant as said trailer was abandoned and has been held in the City of Pryor Police Department's impound lot.
  - C) One (1) go-cart frame with Briggs and Stratton motor. The name and address of the owner/alleged owner is not know to applicant as said frame/motor was abandoned and has been held in the City of Pryor Police Department's impound lot.
2. Applicant has represented to the Court that none of the items listed above would have an value in excess of Two hundred and fifty dollars (\$250.00). Applicant has further asserted that none of the bicycles have a value in excess of minimal salvage value.
  3. All of said property set forth above has property has been in the possession of the City of Pryor Police Department in excess of ninety (90) days. Said property has not been held for any evidentiary purpose and is not needed for evidentiary purpose.
  4. That Court hereby authorizes the City of Pryor Police Department ex rel City of Pryor Creek, Oklahoma, to dispose of said property as authorized in the enabling act cited above, to-wit: by donation to non-profit, sale for cash to the highest bidder after at least five (5) days notice, sale by third-party agent, or other disposition authorized by the Court, including, but not limited to, destruction. The Court specifically authorizes the destruction of such abandoned property described above which is determined to not be sellable or, after being offered for sale does not sell.

**IT IS THEREFORE ORDERED , ADJUDGED AND DECREED** that the following described abandoned/unclaimed personal property may be disposed of by the City of Pryor Creek, ex rel Pryor Police Department in the manner set forth in paragraph four (4), above, to-wit:

- A) One-hundred and forty-four (144) miscellaneous bicycles. The names and addresses of the owners/alleged owners are not known to applicant as the bicycles have been found in/around various locations in the city over the last decade. Said bicycles have been held in the City of Pryor Police Department's impound lot.
- B) One (1) utility tilt trailer, 5'w x 9.5' l, rust in color. The name and address of the owner/alleged owner is not know to applicant as said trailer was abandoned and has been held in the City of Pryor Police Department's impound lot.
- C) One (1) go-cart frame with Briggs and Stratton motor. The name and address of the owner/alleged owner is not know to applicant as said frame/motor was abandoned and has been held in the City of Pryor Police Department's impound lot.

IT IS SO ORDERED.

S/Shawn S. Taylor  
The Honorable Shawn S. Taylor  
District Judge

Approved for entry:

Ben Sherrer

Ben Sherrer, OBA 17557  
Ben Sherrer Law Office, P.C.  
3 N. Adair St., Ste 8  
Pryor Creek, Oklahoma 74361  
(918) 825-8989  
Ben@bensherrer.com  
Attorney for the Applicant

# **BIKERS AGAINST CHILD ABUSE®**

OFFICE OF THE INTERNATIONAL TREASURY

2823 W. 51<sup>st</sup> St. - Tulsa, Ok 74107

Website: [www.bacausa.com](http://www.bacausa.com)



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Bookkeeper-International Treasurer  
bob@bobtwones.com

Phone: 918-527-5186  
Fax: 918-445-1624

To Whom It May Concern:

Bikers Against Child Abuse, Inc., (BACA) is an organization dedicated to empowering children to survive in various forms of abuse and to make them safe in their environments. BACA adopts children into the extended family and assigns members as liaisons to communicate between the children and the organization. The children must go to court at various times to bear witness against those that are accused of violating them. BACA makes its presence felt in all aspects fo the child's life until such time as the child no longer has a need for the services of BACA.

BACA is a Not For Profit tax exempt 501(a) and 501(c)(3) corporation. BACA was originally incorporated as a Non-Profit entity in the state of Utah, EIN number 87-0568264. BACA is also incorporated in the state of Oklahoma under the EIN 73-1538774. BACA is a publicly supported organization and not a private foundation. BACA has no political agenda. BACA may in no way remunerate nor reward its membership for participation or activity connected to BACA fuctions. Employee participation in sanctioned BACA functions may be considered community relations or publicity related activities.

BACA is not subject to excise taxes under Code 42 of the Internal Revenue Code. Contributions to BACA are tax deductible as of December 20, 1996. Copies of pertinent Internal Revenue Service communications may be obtained by contacting me at the above address or phone numbers.

Bob Towns  
Treasurer  
B.A.C.A. International



August 24, 2020

Larry Lees, Mayor  
City of Pryor Creek  
PO Box 1167  
Pryor Creek, Oklahoma 74362

**SUBJECT:** Closure of SH-20 (East Graham Avenue) from Adair Street to Hogan Street for the Annual Homecoming Parade, Mayes County

Mayor Lees:

I am writing you regarding your recent correspondence about closing and detouring traffic through and around the City of Pryor Creek as portions of SH-20 (E. Graham Ave.) will be closed on Tuesday, September 8, 2020 from about 6:00 p.m. to about 8:00 p.m. for the Annual Homecoming Parade.

These events bring with them additional risks associated with the detour of existing and emergency traffic as well as to the participants involved with or attending the event. As such, the Oklahoma Department of Transportation does not endorse, imply participation, recommend, or authorize such closures.

However, the Department recognizes the importance of city sponsored special events that are valuable to the entire community, and recognizes that cities and towns have the authority via §47-1148 to proceed without specific ODOT approval when the events are undertaken under the direct authority of the city.

If the City of Pryor Creek chooses to proceed with the closure, the city will assume all responsibilities for the traffic control to be installed according to the Manual on Uniform Traffic Control Devices (MUTCD), a detour that is feasible for both passenger and commercial truck traffic, the effect on emergency responses and all other associated liabilities.

Sincerely,

A handwritten signature in blue ink that reads "Kristine R. Spence".

Kristine R. Spence, P.E.  
Division Traffic Engineer

xc: Travis Smith      ODOT Mayes County Supervisor  
File



## City of Pryor Creek

12 North Rowe - PO Box 1167  
Pryor Creek, Ok 74362  
Tel 918-825-0888 Fax 918-825-6577  
www.pryorok.org

August 18, 2020

ODOT Division 8  
4002 North Mingo Valley Expressway  
Tulsa, OK 74116

**RE: Highway Closure Request**

Pryor Public Schools will hold a Homecoming Parade on Tuesday, September 8, 2020. The City of Pryor Creek requests to close the highway for this event. Details are as follow:

- Highway 20/East Graham Avenue
- West from Hogan Street to Adair Street
- September 8, 2020
- Close streets to all traffic other than floats & other parade vehicles after 5:30 p.m. No parking, other than parade vehicles. 6:00 p.m. - Close Graham Avenue, from Hogan Street to Adair Street, to all traffic. 6:30 p.m. - 7:15 p.m. - Parade. 7:15 p.m. - 8:00 p.m. - Tear down and remove street barricades to reopen Graham Avenue and all secondary streets that have been closed to vehicle traffic.
- Detour route will be established by City officials and be manned and/or signed in accordance with the latest edition (2009) of the Manual on Uniform Traffic Control Devices (MUTCD)
- The City will hold the Oklahoma Department of Transportation, their officers, agents and employees harmless and shall be released and discharged from all claims, demand and causes of action of every kind whatsoever for any damage and/or injury that may result from the detouring of traffic from the state highway system.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Lees".

**Larry Lees,**  
Mayor



# YAMAHA

*Revs Your Heart™*

PROPOSAL  
Expressly prepared for:



**DRIVE**

Proudly Presented By:  
Blake Bowman  
(918) 384-9464

[Blake\\_Bowman@Yamaha-Motor.com](mailto:Blake_Bowman@Yamaha-Motor.com)



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5-27-2020

Mr. Larry Lees  
City of Pryor Creek  
12 N Rowe St.  
Pryor, Oklahoma 74361

On behalf of the entire team at Yamaha Golf-Car Company, I would like to express my most sincere gratitude for the opportunity to submit this proposal for a new fleet of Yamaha golf cars at Pryor Creek GC. Consistently ranked among the most beloved and recognized brands in the world, Yamaha prides itself on providing superior engineering and efficiency in its vehicles, and our quality and image align seamlessly with that of your fine facility. We simply believe Yamaha will be the easiest and best decision you ever make.

Since the launch of 'The Drive' model golf car in late 2006, Yamaha has been on a steady climb to the top of the industry, gaining more than 15% market share over that span. The legacy and growth continues with the Drive<sup>2</sup> and UMAX, evolutions which maintained all the popular features of previous models while enhancing golfer comfort and connectivity and lowering the cost of ownership for your facility.

- Industry - Leading Factory Direct Fleet Service
- Classy Body Styling & Premium Accessories
- Ergonomic Engineering that Emphasizes Player Comfort and Functionality
- Lowest-Maintenance and Cost of Ownership Golf Car in the Industry

Our primary goal at Yamaha is to look out for the best interests of your Club while maintaining your out-of-pocket maintenance costs and eliminating down time. I want to emphasize how confident we are you and your members' needs and expectations will be met and far exceeded with our world class vehicles and the personal touch of excellence from our Industry-Leading Service.

In closing, please know that Yamaha is not only committed to earning your trust and your business on this deal, but building a long-term partnership as your golf car and utility fleet provider for years to come.

Most sincere regards,

Blake Bowman  
District Sales Manager  
(918) 384-9464



Blake\_Bowman@Yamaha-Motor.com



## The Yamaha Story

### OUR CARS

The best fleet and utility cars in the industry and the only company with four fleet options:

Drive<sup>2</sup> PowerTech AC Electric

Drive<sup>2</sup> AC Electric

Drive<sup>2</sup> EFI

Drive<sup>2</sup> QuieTech EFI, an Industry First

### OUR STATS

2,765+ Courses have switched to Yamaha in the past 10 years

# 1 Rated in Satisfaction, Customer Support, and Reliability \*

97% Brand Loyalty \*\*

94% Customer Retention Rate

### OUR AFFORDABLE GPS SOLUTION

Track and control your fleet.

Drive Profits. Reduce Costs.

Work Smarter.



\* Golf Car Attitudes and Perceptions Research Study Published by NGF, 2015.

\*\* Golf Car Fleet Study Published by Golf DataTech, LLC., 2015.

YGC funded the research studies conducted by NGF and Golf DataTech, LLC.



## Company Profile

Yamaha Golf-Car Company (YGC) is a for-profit subsidiary of Yamaha Motor Corporation, USA. We are an American company with nearly 1,700 American employees between our factory in Newnan, GA and our Southeastern Headquarters in Kennesaw, GA.

For more information, please visit us on the web at:

[www.yamahagolfcar.com](http://www.yamahagolfcar.com)

### Our Team

President: Tom McDonald

General Manager, Operations & Service: Doug Griffin

Division Manager, Direct & Used Car Sales: Stephen Donnell

Division Manager, Marketing, Distributor Sales and National Accounts: Kevin Norcross, PGA

Regional Sales Manager: Craig Sanford

District Sales Manager: Blake Bowman, PGA

Inside Sales Manager: Tyler Stanford

Factory Service Provider: Tim Young

### Manufacturing Facility

Yamaha Motor Manufacturing Corporation

1000 GA Hwy. 34 East

Newnan, GA 30265

### Corporate Headquarters

Yamaha Golf-Car Company

1270 Chastain Rd. NW

Kennesaw, GA 30144

### Parent Corporation

Yamaha Motor Corporation U.S.A. (YMUS)

1270 Chastain Rd. NW

Kennesaw, GA 30144

### Captive Finance Company

Yamaha Motor Finance Corporation (YMFUS)

6555 Katella Ave.

Cypress, CA 90630





## Important Links

### Yamaha Golf-Car Company Website:

<https://www.yamahagolfcar.com>

### Yamaha Golf-Car Company Social Media Outlets:

Facebook: <https://www.facebook.com/YamahaGolfCarCompany>

Twitter: <https://twitter.com/yamahagolfcars>

YouTube [https://www.youtube.com/channel/UC3Znm5q\\_y-eavvxTM8uprQg](https://www.youtube.com/channel/UC3Znm5q_y-eavvxTM8uprQg)

Instagram: <https://instagram.com/yamahagolfcar>

Google + <https://plus.google.com/+Yamahagolfcarcompany>



### Tellico Village Video Testimonial:

<https://vimeo.com/169796142>

### 2017 Drive2 Launch Video:

<https://www.youtube.com/watch?v=45RaUUgUqnY&t=40s>

### 2018 UMAX Utility Launch Video:

[https://www.youtube.com/watch?v=6M9HE\\_K5Q0E](https://www.youtube.com/watch?v=6M9HE_K5Q0E)



## Our Partners

Official Golf Car:



Official Golf Car:



Affiliate Member:



Silver Sponsor:



Member:



Section Sponsor:

Alabama - NW Florida Section, PGA  
Carolinas Section, PGA  
Georgia Section, PGA  
Gulf States Section, PGA  
New England Section, PGA  
North Texas Section, PGA  
Northern California Section, PGA  
Southern California Section, PGA  
South Central Section, PGA  
South Florida Section, PGA  
South Texas Section, PGA  
Tennessee Section, PGA

# Great Incentives When You Convert or Renew Your Golf Car Fleet



Yamaha is the "Official Golf Car Partner" of the National Golf Course Owners Association. NGCOA members receive valuable incentives, including rebates, on Yamaha's golf car and utility vehicle purchases and leases.



You'll appreciate Yamaha's technical **Innovation and advancements**—including the YamaTrack GPS fleet management utility—and will find satisfaction and value in Yamaha's **superior customer service**.

## ALREADY AN NGCOA MEMBER?

- **Convert** your fleet to Yamaha golf cars and receive a \$50 rebate per golf car\*
- OR
- **Renew** your current Yamaha contract and receive one FREE registration for NGCOA's Golf Business Conference—an \$800 value

## NOT YET AN NGCOA MEMBER?

- **Convert** your fleet to Yamaha golf cars and receive one year of NGCOA membership FREE, and one FREE registration for NGCOA's Golf Business Conference—a combined \$1,175+ value
- OR
- **Renew** your current Yamaha contract and receive one year of NGCOA membership FREE—a \$375+ value

Learn more about the benefits of membership at [ngcoa.org/membership](http://ngcoa.org/membership), and contact Jay Andersen, Director of Membership, at [jandersen@ngcoa.org](mailto:jandersen@ngcoa.org) or 843-471-2736 with any questions.

NGCOA members who joined prior to 03/31/18 receive the rebate payment following the Yamaha contract date.  
After 04/01/18, new NGCOA members joining with a 1-year membership receive the rebate payment following their 2nd year renewal.  
After 04/01/18, new NGCOA members joining with a 2-year membership receive the rebate payment following the Yamaha contract date.  
\*Rebates are processed quarterly.



## Proposed Equipment and Accessories

### 2021 Yamaha Drive<sup>2</sup> QuietTech EFI (Fleet) Golf Car

#### Standard Vehicle Equipment

---

##### Description

Yamaha-Built 357 cc EFI Gas Engine  
QuietTech System, Complete w/ Fully-Independent Rear Suspension  
TruTrack II Fully-Independent, Automotive-Style Front Suspension  
HybriCore Chassis  
Removable Modular Body Panels  
Sentry Wraparound Protection System w/ 5 MPH-Rated Bumpers  
Rack-and-Pinion Steering and Drum Brakes  
Enhanced Automotive-Style Dash  
ClimaGuard Top with Dual Rain Gutters



#### Installed Options

---

##### Description

Dual Sand Bottles w/ Handles  
Custom Club Logo on Front of Car  
Polycarbonate Clear, Hinged Windshield  
Color-Matched Number Decals (2 per car)  
Sandstone Wheel Covers (4)  
USB Charging Ports (2 per car)  
Clip-On Information Holder  
12-Pack Insulated Cooler  
Fuel Tank Cap Gauge  
Hour Meter



**DRIVE<sup>2</sup>**



# YAMATRACK

## PLAYER APP

If you have a Yamaha fleet, then we've already built your mobile app for you. Activating the app for your course is easy and convenient, and the mobile-based software allows your players to navigate their round no matter where they are on the course or in the game. The YamaTrack Player App assures player support is just around the corner, so they can spend more energy on their game.

Customize your golf course's mobile player app with your unique club logo.

Accurate course diagrams and the GPS Precise Distance to Pin feature enables players to gauge their shots for more holes in one than ever before.

Food and beverage ordering from the course means a satisfying meal or refreshing beverage is never far away.



## AFFORDABILITY

Complimentary with your YAMAHA Fleet





## Limited 4-Year Warranty for Drive<sup>2</sup> Golf Car

Yamaha Golf-Car Company hereby warrants that any new Yamaha DRIVE<sup>2</sup> Gas or DRIVE<sup>2</sup> Electric golf car purchased from Yamaha, or an Authorized Dealer or Distributor in the United States will be free from defects in material and workmanship for FOUR years from date of purchase, subject to the stated limitations. DURING THE PERIOD OF WARRANTY, any authorized Yamaha golf car service technician, dealer, or distributor will, free of charge, repair or replace, at Yamaha's option, any part adjudged defective by Yamaha due to faulty workmanship or material from the factory. Parts used in warranty repairs will be warranted for the balance of the vehicle's warranty period. All parts replaced under warranty become property of Yamaha Golf-Car Company.

Common Parts		Electric Car (DC or AC motor) Specific	
Frame	Limited Lifetime to Original Owner	Battery - Trojan 'T875' with HydroLink Watering System	4 Years or 25,000 amp-hours whichever comes first <small>*Detailed condition on the next page</small>
Transaxle	4 Years	Electric Motor	4 Years
Pedals	3 Years	Motor Controller / Charger	4 Years
Brakes (excluding shoes / pads)	4 Years	Charger Cord	4 Years
Electrical wires, switches, and relays	3 Years	Charger Receptacle	4 Years
Suspension / Steering components	4 Years	Throttle Position Sensor	2 Years
Seats	2 Years	<b>GAS Car (Quietech and Carb) specific</b>	
Sun Top	4 Years	Exhaust / Intake / Generator	4 Years
Bumpers / Body Parts	3 Years	Gas Engine	4 Years
Floor Mats	2 Years	Throttle Cables / Controls	3 Years
Scorecard Holders	2 Years	Battery	1 Year
Bag Carrier	3 Years	Clutch (excluding drive belt)	4 Years
<b>Common Accessories</b>		All Remaining Parts	1 Year
Windshield	3 Years		
Sand Bottle / Sand Bottle / Cooler	3 Years		
Information Holder / Bag Cover	3 Years		

**EXCLUSIONS** from this Warranty shall include any failures caused by:

- Abnormal strain, neglect, or abuse, including lack of proper maintenance, and use contrary to the Owner's Manual instructions.
- Accident or collision damage.
- Installation of parts or accessories that are not original equipment.
- Fading, rust, or deterioration due to exposure or ordinary wear and tear.
- Modifications or alterations that affect the car's condition, operation, performance, or durability, or which makes the car serve a purpose other than use as a two-person, golf course vehicle.
- Damage due to improper transportation.
- Acts of God, i.e. lightning, hail damage, flooding, fire, etc.

This Limited Warranty does not cover any parts replaced due to normal wear or routine maintenance, including oil and air filter elements, brake shoes, tire wear, spark plugs, starter and clutch drive belts. Any charges incurred in transporting a golf car or charger to and from an authorized Yamaha golf car dealer for service or in performing field service are also excluded from this warranty. Gasoline powered golf car starting batteries on vehicles equipped with a golf course GPS device, or any other device with a parasitic current draw, unless the vehicle is equipped from the factory with an optional deep cycle starting battery, are also excluded from this warranty.

**THE CUSTOMER'S RESPONSIBILITY** under this warranty shall be to operate and maintain the golf car and charger as specified in the appropriate Owner's/Operator's Manual, and give notice to an authorized Yamaha golf car dealer of any and all apparent defects within ten (10) days after discovery, and make the vehicle or charger available at that time for inspection and repairs by the dealer's authorized representative.

**WARRANTY TRANSFER:** Any transfer of warranty must take place within the first three years of the original in-service date of the vehicle. The vehicle must be re-registered by an authorized Yamaha Golf-Car Dealer within 30 days of transfer. A fee may be charged for the transfer of the warranty.

Yamaha Golf-Car Company makes no other warranty of any kind, expressed or implied. All implied warranties of merchantability and fitness of merchantability and fitness for a particular purpose which exceed the obligations and time limits stated in this warranty are hereby disclaimed by Yamaha Golf-Car Company and excluded from this Warranty. Some states do not allow limitations on how long implied warranty lasts, so the above limitation may not only apply to you. Also excluded from this Warranty is any incidental or consequential damages including loss of use. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion may not apply to you. This Warranty give you specific legal rights, and you may also have other rights, which vary, from state to state.

*I have read and agree to the above conditions set forth in the Golf-Car Warranty \_\_\_\_\_ (Initial)*



## Service Details

Yamaha Golf-Car Company's factory-supported service is the clear leader in the industry. Factory-supported dealers' and technicians' vehicles are fully equipped with the parts and tools necessary to provide on-site repairs and get your golf car back out on the course in the event that it should become disabled. Our service providers are trained extensively on the mechanical aspects of Yamaha golf cars and are routinely re-trained throughout the course of their tenure. The timely response and attentive manner of our service providers are two key factors in the success and customer satisfaction that we have been able to achieve at Yamaha.

The service provider for Pryor Creek GC is Tim Young. Tim has been with Yamaha for many years and has received countless positive reviews from the customers he services. His goal is to be your partner and look out for the best interests of your fleet and your Club, while minimizing your down time. For your convenience, Tim Young's contact information is listed below.

Please refer to your owner's manual for maintenance requirements and recommended service intervals. For further reference, a quick service check guide is included on the following page with tips to ensure your fleet runs as expected.

### Factory Service Provider

Tim Young

(405) 388 - 5699

[John\\_Young@yamaha-motor.com](mailto:John_Young@yamaha-motor.com)





## Equipment Maintenance Schedule

While Yamaha Golf-Car Company maintains a network of reliable service providers that are willing and able to assist you at any time, the following are best practices that will ensure that your golf car fleet stays in optimum working condition, cutting down on the need of service assistance:

### Daily Safety Checklist:

- Visually inspect all equipment for damage. Be sure all nuts, bolts, and screws are tight.
- Insure that all warning and instruction labels are on equipment and in good condition.
- Check equipment for proper and safe operation.
- Maintain a proper tire pressure of 18 psi for gas cars, and 22 psi for electric cars.
- Check drive unit, transmission, engine, and fuel system (gasoline equipment) for leaks.

### Daily Performance Inspection:

- *Forward/Reverse Switch:* Check for proper operation.
- *Brakes:* Be sure brakes function properly.
- *Parking Brake:* When latched, the parking brake should lock the wheels and hold the vehicle stationary.
- *Reverse Buzzer:* The reverse buzzer will sound as a warning when the forward/reverse handle or switch is in the reverse position.

### Daily Maintenance:

- Remove trash from bag well, floorboard, dash compartment, and drink holders.
- Wash exterior of equipment, including seats and bag well. Do not pressure wash.
- Wash engine compartment. Avoid all electrical components and connections. Do not pressure wash.
- Keep equipment clean with damp cloth.
- Change or repair flat tires.
- *Fuel:* Check fuel level.
- *Engine:* Check for proper engine oil level.
- *Battery:* Check battery post; wires should be tight and free of corrosion, and battery should be fully charged.

### Monthly Maintenance:

- *Engine:* Check engine cooling air intake; clean if necessary. Visually inspect the unshrouded area around the engine exhaust for grass and debris; clean if necessary.
- *Tires:* Check air pressure and adjust as necessary.

I have read and understand the above Equipment Maintenance Schedule \_\_\_\_\_ (Initial)



## Terms and Conditions for Returning Vehicles or Trades

Sole Responsibility, if applicable:

The City of Pryor agrees to accept sole responsibility for any loss or damage to its returned cars beyond ordinary wear due to normal use. The returned cars must meet the following conditions:

- 1.) All cars must be free of all liens and encumbrances.
- 2.) All cars must be capable of running at least nine (9) holes of golf.
- 3.) All cars must be the same quantity and year model as originally evaluated.
- 4.) All cars must be clean, and free of trash, scorecards, pencils, tees, etc.
- 5.) All cars must have a working charger.
- 6.) All cars must have four (4) serviceable tires that retain proper air pressure.
- 7.) All cars must steer properly in all directions.
- 8.) All batteries must be free of corrosion, and properly filled with water.

Furthermore, the City of Pryor understands and agrees to further charges being assessed if the below conditions are found upon Yamaha Golf-Car Company's inspection of the returned cars:

- 1.) Severely damaged or missing chargers
- 2.) Inoperable cars
- 3.) Minor damage (damage to bodies, bumpers, or seats)
- 4.) Major damage (frame damage, wrecked cars, etc.)

*I have read and agree to the above terms and conditions for returning vehicles and/or trades \_\_\_\_\_ (Initial)*



## References

### National Yamaha Customers

**1) Shinnecock Hills Golf Club, Southampton, New York**

#4 on *Golf Digest* "Top 100 Courses in the U.S.A."

**2) Crystal Downs, Crystal Downs, Michigan**

#12 on *Golf Digest* "Top 100 Courses in the U.S.A."

**3) Cog Hill, Lemont, Illinois**

#64 on *Golf Digest* "Top 100 Public Courses in the U.S.A."

**4) PGA West, La Quinta, California**

Stadium Course - #4 on *Golf Digest* "100 Toughest Courses.." and #89 on *Golf Digest* "Top 100 Public Courses..."

**5) Four Seasons Resort at Aviara, Carlsbad, California**

#44 on *Golf Digest* "Top 100 Golf Resorts"

### Regional Yamaha Customers

**1) Preston Trail Golf Club, Dallas, Texas**

Cameron Doan, PGA (972) 380 . 0669

*"Yamaha offers the best golf car and warranty along with the best lease"*

**2) Conway Farms Golf Club, Lake Forest, Illinois**

Todd Marsh, COO (847) 234 . 6979

*"We really felt like Yamaha would provide Conway Farms with the quality golf car for our Members and Guests"*

**3) Oak Ridge Country Club, Oak Ridge, Tennessee**

Jerry Williams, PGA (865) 482 . 2436

*"It was such an easy decision to go with Yamaha"*

**4) Laurel Country Club, Laurel, Mississippi**

Jim Dorman, PGA (601) 649 . 8660

*"The golf car is great, price is incredible, the services experience we've been having has solidified why we went with Yamaha"*

**5) Augusta Ranch Golf Club, Mesa, Arizona**

Don Rea Jr., PGA (480) 354 . 1234

*"I am very happy with my Yamaha fleet, but I am even happier with the attention to Service"*

### Local Yamaha Customers

**1) Patricia Island Country Club, Grove, Oklahoma**

Andy Stewart (918) 786 . 3338

**2) Battle Creek Golf Club, Broken Arrow, Oklahoma**

Dee Roadman, PGA (918) 355 . 4850

**3) Bailey Ranch Golf Club, Owasso, Oklahoma**

Corey Burd, PGA (918) 274 . 4653

**4) The Coves Golf Club, Afton, Oklahoma**

Mark Hill, GM (918) 782 . 3220

**5) Springdale Country Club, Springdale, Arkansas**

Roy Hobbs, PGA (479) 756 . 3595



# Quietech EFI Gas 48 Month Lease Proposal

## Option #1:

Unit	Qty.	Term	Car/Month	Lease/Month	Roll-Out
Quietech EFI	50	48 Months	\$12.25	\$612.50	36 Months

- The above pricing reflects a 48 Month Straight Lease option for 50, 2021 Quietech EFI Gas Golf Cars with a monthly payment of \$12.25 per car per month. Trade-In Equity for 50, 2014 EZGO Gas Golf Cars in the amount of \$2,250 per car, \$112,500.00 total is being applied to Net Down the above pricing.

## Option #2:

Unit	Qty.	Term	Car/Month	Lease/Month	Roll-Out
Quietech EFI	50	48 Months	\$36.00	\$1,800.00	36 Months

- The above pricing reflects a 48 Month Straight Lease option for 50, 2021 Quietech EFI Gas Golf Cars with a monthly payment of \$36.00 per car per month. Trade-In Equity for 50, 2014 EZGO Gas Golf Cars in the amount of \$2,250 per car, \$50,000.00 total is being applied to Net Down the above pricing. Yamaha Golf Car will write a check for the remaining \$62,500.00 to the City of Pryor.

The preceding quotation does not include any applicable taxes or insurance and is subject to the final approval of Yamaha Commercial Customer Finance and Yamaha Golf-Car Company; additional documentation to follow.

This quotation is valid for thirty (30) days and is subject to change beyond that date. Furthermore, this proposal constitutes the entire understanding and agreement amongst the parties, whether oral or in writing. Neither party has made any further representations or promises to the other with respect to the subject matter of this agreement, except as set forth in this agreement. This agreement supersedes any previous agreements made between parties and is confidential in nature.

*If this proposal is acceptable under the above terms, please sign and date below:*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
City of Pryor Creek

Accepted by:  Date: 5/27/20  
Yamaha District Sales Manager



## Quietech EFI Gas 60 Month Lease Proposal

### Option #1:

Unit	Qty.	Term	Car/Month	Lease/Month	Roll-Out
Quietech EFI	50	60 Months	<u>\$11.25</u>	<u>\$562.50</u>	48 Months

- The above pricing reflects a 60 Month Straight Lease option for 50, 2021 Quietech EFI Gas Golf Cars with a monthly payment of \$11.25 per car per month. Trade-In Equity for 50, 2014 EZGO Gas Golf Cars in the amount of \$2,250 per car, \$112,500.00 total is being applied to Net Down the above pricing.

### Option #2:

Unit	Qty.	Term	Car/Month	Lease/Month	Roll-Out
Quietech EFI	50	60 Months	<u>\$34.75</u>	<u>\$1,737.50</u>	48 Months

- The above pricing reflects a 60 Month Straight Lease option for 50, 2021 Quietech EFI Gas Golf Cars with a monthly payment of \$34.75 per car per month. Trade-In Equity for 50, 2014 EZGO Gas Golf Cars in the amount of \$2,250 per car, \$50,000.00 total is being applied to Net Down the above pricing. Yamaha Golf Car will write a check for the remaining \$62,500.00 to the City of Pryor.

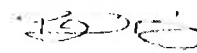
The preceding quotation does not include any applicable taxes or insurance and is subject to the final approval of Yamaha Commercial Customer Finance and Yamaha Golf-Car Company; additional documentation to follow.

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*If this proposal is acceptable under the above terms, please sign and date below:*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

City of Pryor Creek

Accepted by:  Date: 5/27/20

Yamaha District Sales Manager



## Purchase Pricing

### Fleet Purchase Pricing Details

<b><u>NEW CAR PRICING:</u></b> (50) 2021 Quietech EFI Golf Cars	\$4,775.00 per car	<b>\$238,750.00</b>
<b><u>TRADE-IN PRICING:</u></b> (50) 2014 EZ-GO TXT Gas Golf Cars	\$2,250.00 per car	<b>\$112,500.00</b>
		<b>Total <u>\$126,250.00</u></b>

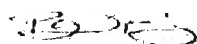
### TRADES:

Yamaha Golf-Car Company offers \$2,250.00 per car trade value for Fifty (50), 2014 EZ-GO TXT Gas Golf Cars. Trade value assumes all cars are in running condition. As shown above, the trade value is being applied to net down the new car price. Upon delivery of new cars, Yamaha assumes ownership of all traded equipment.

This quotation is valid for Thirty (30) days and is subject to change beyond that date. Furthermore, this proposal constitutes the entire understanding and agreement amongst the parties, whether oral or in writing. Neither party has made any further representations or promises to the other with respect to the subject matter of this agreement, except as set forth in this agreement. This agreement supersedes any previous agreements made between parties and is confidential in nature.

If this proposal is acceptable under the above terms, please sign and date below:

Accepted by: \_\_\_\_\_ Date:

Accepted by:  Date: 5/27/20

City of Pryor Creek

Yamaha District Sales Manager



# Daniel Casey King

2521 N 439 Pryor, Ok. 918-822-3269

King69@nsuok.edu

## Grand River Dam Authority, Langley, OK

### 2014-Current

- Captain of Police
- Supervise the technical rescue portion of the department, Dive Team, Confined Space Team, Swift Water operations
- Scheduling, develop curriculum for swift water training and dive training, prepare lesson plans for training and course accreditation
- Member of the accreditation team for CALEA (Commission on Accreditation for Law Enforcement)
- Supervise the department's Emergency Medical Responder Program, authored the department's policy and supervise the continuing education and recertification
- 2017 Hurricane Harvey, Deployment as a Rescue Swimmer
- 2018 Hurricane Florence, Deployment to North Carolina as Team Leader of the Mayes County Task Force

## Cherokee Nation Marshal Service, Tahlequah, OK

### 2011-2014

- Patrol Sergeant
- Special Operations Assistant Team Leader
- Dive Team Member
- Bike Team Leader
- Two Years in the US Marshals Violent Crimes Task Force
- RAD (Rape Aggression Defense) instructor, RAD Kids instructor (Resisting Aggression Defensively)

## Education

Northeastern State University, Tahlequah, Ok

- Bachelor of Science in Criminal Justice, 2006
- Masters of Science in Criminal Justice, 2019
- Oklahoma Alternative Teaching Certificate, 5th -8th grade Social Studies and K-12th grade Physical Education
- Graduated in 2016 from the Institute for Law Enforcement Administration, 53rd School of Executive Leadership, Plano, Texas









# Dealer/Agent/MR Quotation

Date: Aug. 24, 2020

GCC Case #:

Quoting as:

**Dealer/Agent/MR Name:** Muskogee Communications  
**MR/Agent Address:** P.O. Box 1613  
**City:** Muskogee  
**State/Zip:** Oklahoma

**APB**  
**MR**  
**Agent**  
 74

**Prepared By:** Joe Borovetz/Carl Wilson  
**email:** [mrborovetz@uskytechmail.com](mailto:mrborovetz@uskytechmail.com)

**Phone:** 918-687-3819

**Fax:** 918-682-0129

**Prepared For:** Pryor Police Dept  
**Street:** 214 S Mill  
**City:** PRYOR  
**State/Zip:** Oklahoma 74361  
**Attn:** Kevin Trammel

**Bill To:** Pryor, City of  
**Street:** 214 S. Mill  
**City:** Pryor  
**State/Zip:** Oklahoma 74361  
**Attn:**

**Ship to:** Muskogee Communication  
**Street:** 1651 N. York Street  
**City:** Muskogee  
**State/Zip:** Oklahoma 74403  
**Attn:** Joe Borovetz

**Customer Name** Pryor, City of  
**Customer #** 1036596974

**Ultimate Destination:** Pryor Police Department  
**Street:** 214 S. Mill  
**City:** Pryor  
**State/Zip:** Oklahoma 74361  
**Attn:** Kevin Trammel

### THIS QUOTE IS BASED ON THE FOLLOWING:

This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal. If you wish to purchase the quoted products, Motorola will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

Purchaser will be responsible for shipping costs, which will be added to the invoice.

Prices quoted are valid for thirty(30) days from the date of this quote.

Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

**MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

**MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.**

**2020-2021****CITY, FIRE, POLICE  
LONGEVITY  
CITY OF PRYOR CREEK**

YEARS OF CONTINUOUS SERVICE	MONTHLY	BI-WEEKLY	YEARLY
5	25.00	11.54	300.00
6	30.00	13.85	360.00
7	35.00	16.15	420.00
8	40.00	18.46	480.00
9	45.00	20.77	540.00
10	100.00	46.15	1200.00
11	110.00	50.77	1320.00
12	120.00	55.38	1440.00
13	130.00	60.00	1560.00
14	140.00	64.62	1680.00
15	150.00	69.23	1800.00
16	160.00	73.85	1920.00
17	170.00	78.46	2040.00
18	180.00	83.08	2160.00
19	190.00	87.69	2280.00
20	200.00	92.31	2400.00
21	210.00	96.92	2520.00
22	220.00	101.54	2640.00
23	230.00	106.15	2760.00
24	240.00	110.77	2880.00
25	250.00	115.38	3000.00
26	260.00	120.00	3120.00
27	270.00	124.62	3240.00
28	280.00	129.23	3360.00
29	290.00	133.85	3480.00
30	300.00	138.46	3600.00

ADDENDUM TO  
COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CITY OF PRYOR CREEK, OKLAHOMA

AND

LOCAL 3567 of  
THE INTERNATIONAL ASSOCIATION  
OF FIRE FIGHTERS, AFL-CIO/CLC

Effective

JULY 1, 2020 through JUNE 30, 2021



**WHEREAS**, the City of Pryor Creek and Local 3567 of The International Association of Firefighters, AFL-CIO/CLC entered into that certain Collective Bargaining Agreement with an effective date of the First (1<sup>st</sup>) day of July 2020, and

**WHEREAS**, by mutual mistake and error of the parties the agreed upon amendment of Article 22, Section 4 was omitted in the document signed by the parties, and

**WHEREAS**, the "Exhibit C" to which reference is made in the written agreement was correct and it is merely the wording appearing in Article 22, Section 4 which shall be amended by this agreement, and

**WHEREAS**, the parties each desire to execute this Addendum to the aforesaid document to be included as an amendment to said agreement relating back and being effective as of July 1, 2020 which is the effective date of the parties agreement.

**NOW THEREFORE** the parties agree as follows:

1. Article 22, Section 4 of the parties agreement is amended to read as follows:

ARTICLE 22, Section 4: New employees shall be furnished with the following items prior to their first shift (See Exhibit C attached hereto). New members will be accompanied by a designated representative to acquire the items listed in the uniforms list not to exceed One Thousand Dollars. New employees however shall be able to reorder clothing, foot wear, brass, or any other item approved by the Chief or Assistant Chief with the remaining balance not to exceed the One Thousand Dollar cap.

2. In all other respects not specifically modified by this agreement the agreement effective July 1, 2020 is hereby confirmed effective in all its particulars as therein set forth.

**THIS AGREEMENT** is executed, on the \_\_\_\_ day of \_\_\_\_\_, 2020, by the City of Pryor Creek and the Union, but shall be effective as of July 1, 2020.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2020, by the Mayor and Council of the City of Pryor Creek, Oklahoma.

**CITY OF PRYOR CREEK**

By: \_\_\_\_\_

**Larry Lees, Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**APPROVED AS TO FORM AND LEGALITY:**

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**City Attorney**

**PRYOR CREEK FIRE FIGHTERS,  
LOCAL 3567 OF THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS  
AFL-CIO/CLC**

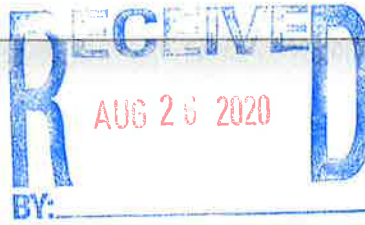
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**President**

**ATTEST:**

---

**Secretary-Treasurer**



# Invoice

Page 1/1  
Invoice 075544  
Date 7/2/2020

## REMINDER

### Oklahoma Municipal League

201 NE 23rd St - Physical  
PO Box 268984 - for Payments  
Oklahoma City OK 73126-8984

**Bill To:** PRYOR CREEK  
12 N ROWE  
PO BOX 1167  
PRYOR CREEK OK 74362-1167

**Ship To:** PRYOR CREEK  
ACCOUNTS PAYABLE  
12 N ROWE  
PO BOX 1167  
PRYOR CREEK OK 74362-1167

*201-5032*

Purchase Order No.		Customer ID		Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
RENEWAL		460900				DUE UPON RECEIPT	7/2/2020	104,207
Ordered	Shipped	B/O	Item Number	Description		Discount	Unit Price	Ext. Price
1.00	1.00	0.00	SFEES	2020-2021 OML Annual Service Fees		\$0.00	\$11,680.05	\$11,680.05

Please return a copy of invoice with remittance

Subtotal	\$11,680.05
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
<b>Total</b>	<b>\$11,680.05</b>



(918) 783-5793  
Fax: (918) 783-5786

*Economic  
Development  
Association*



August 13, 2020

To: City of Pryor Creek:

More than 52 years ago, local governments making up the northernmost seven counties in Oklahoma formed Grand Gateway Economic Development Association (GGEDA). Grand Gateway is privileged to serve as the regional base for intragovernmental and intergovernmental cooperation, information resource distribution and as a sounding board for regional issues. We are excited about the opportunity to work with you in promoting and expanding our region into the most livable place in the state of Oklahoma. With this in mind Grand Gateway invites you to take this opportunity to renew your existing membership or expand our partnership by becoming members during our annual membership campaign.

Most of you are familiar with the state and federal programs administered by Grand Gateway EDA. The major programs are as follows: the **Area Agency on Aging**-empowering and educating the senior citizens in your community while addressing their needs; **Pelivan Rural Public Transportation System**-an essential arm connected to community growth, serving where conventional transportation does not meet the public's needs; **Rural Fire Defense Program**-a communications liaison to implement the most innovative fire and safety techniques and equipment thus reducing each homeowner's insurance costs. **Community and Economic Development Programs**-procuring and administrating the federal and state grant funds such as CDBG and REAP, EDA Public Works, that are the foundation of your community's infrastructure and growth potential; the **Capital Improvements Planning (CIP)** program-utilizing the latest in sophisticated computer software such as Geographic Information System (GIS) technology that will enable us to assist you with your planning needs and lead us into the twenty first century. These state and federal programs are only feasible because of the working partnership GGEDA maintains with members like you.

Your membership dues are used as matching funds for the state and federal programs that either provide direct services to your community or assist Grand Gateway in implementing programs within your area. Grand Gateway's dues schedule is based upon population according to the latest United States Decennial Census.

333 S. Oak Street P.O. Drawer B Big Cabin, OK 74332

Finally, Grand Gateway would be remiss if we didn't acknowledge the fine Board of Directors that serves as representatives for our region's communities. The Board represents a diverse citizen base addressing its concerns, needs and hopes for the future of Northeast Oklahoma. The Board of Directors establishes the goals of Northeast Oklahoma by defining regional problems, developing solutions to remedy those problems, and instituting a plan of action for improvement.

This invitation of membership assures your community of the current and future programs available to you through Grand Gateway. We know you would benefit from being a part of this team and encourage you to take advantage of all Grand Gateway has to offer by returning your membership dues as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Edward J. Crone". The signature is written in black ink and is positioned to the right of the typed name and title.

Edward J. Crone  
Executive Director

Enclosures

333 S. Oak Street P.O. Drawer B Big Cabin, OK 74332



(918) 783-5793  
Fax: (918) 783-5786

## **STATEMENT**

**TO:** City of Pryor Creek  
**FROM:** Edward J. Crone, Executive Director  
**DATE:** August 13, 2020  
**TERMS:** Fee for Grand Gateway Annual Membership for Fiscal Year 2021 (July 1, 2020 to June 30, 2021).

Based on membership category your annual dues are: \$4,000

### **Non-Collusion Affidavit**

**STATE OF OKLAHOMA  
COUNTY OF CRAIG**

Grand Gateway Economic Development Association

The undersigned person of lawful age, being first duly sworn, on oath says that this invoice is true and correct and that (s) he is authorized to submit the invoice pursuant to a contract or purchase order. Affiant further states that the (work, services or materials) as shown by this invoice have been (completed or supplied) in accordance with the plans, specifications, orders requests or contracts furnished or executed by the affiant. Affiant further states that (s) he has made no payment directly or indirectly to any elected officials, officer or employee of the municipality of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted.

  
Edward J. Crone, Executive Director

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