



# 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

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[frank@crawfordcpas.com](mailto:frank@crawfordcpas.com)  
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### OMMS

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### OMAG

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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=EAlaIqobChMlyKLrw4eZ6wIVhYbACh1vQA2HEAAYASAAEgJVdPD\\_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=EAlaIqobChMlyKLrw4eZ6wIVhYbACh1vQA2HEAAYASAAEgJVdPD_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 RESOULTION 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?*

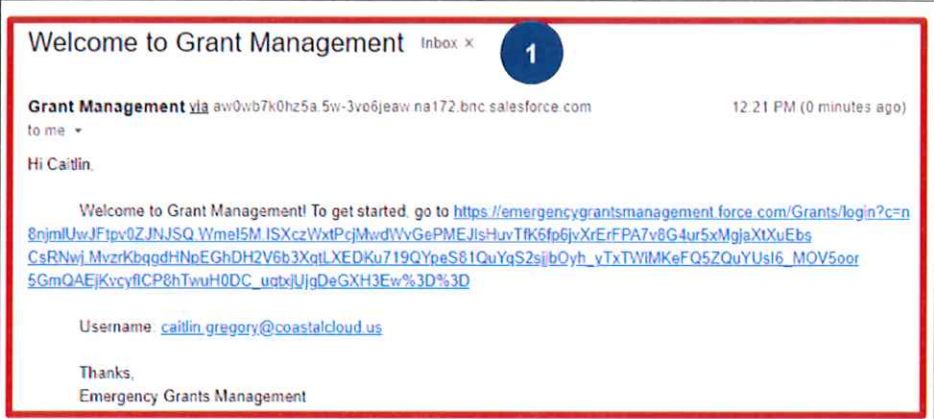
Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

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?*

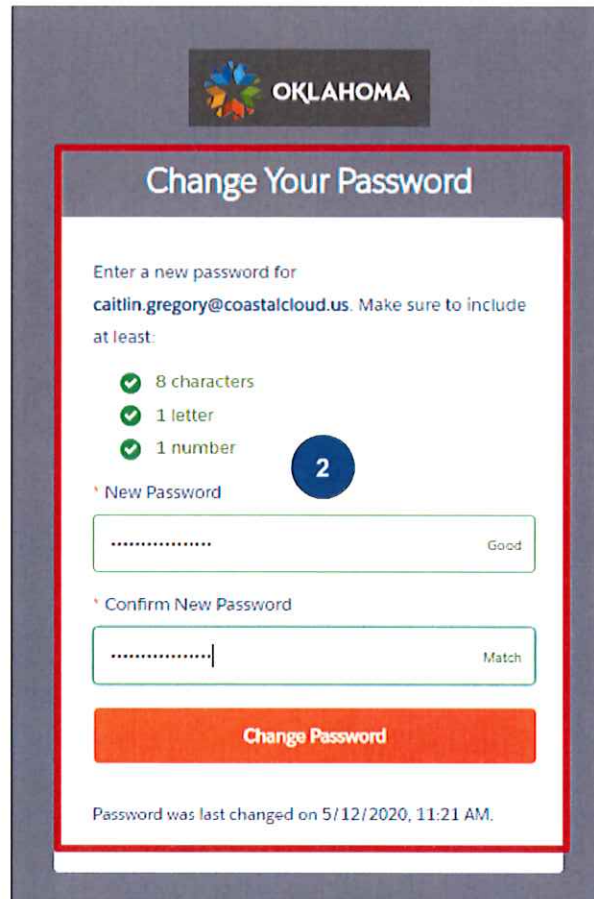
The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant 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.



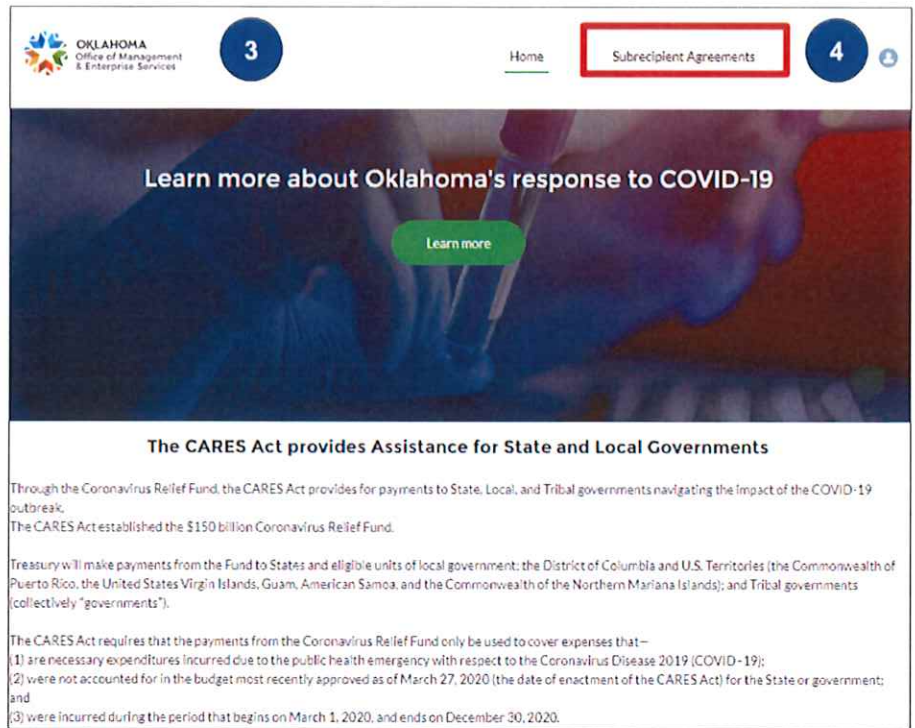
2. After clicking the link in the welcome email, the user will be prompted to change their password upon entering the community for the first time.



# Managing Grant Applications in the Portal

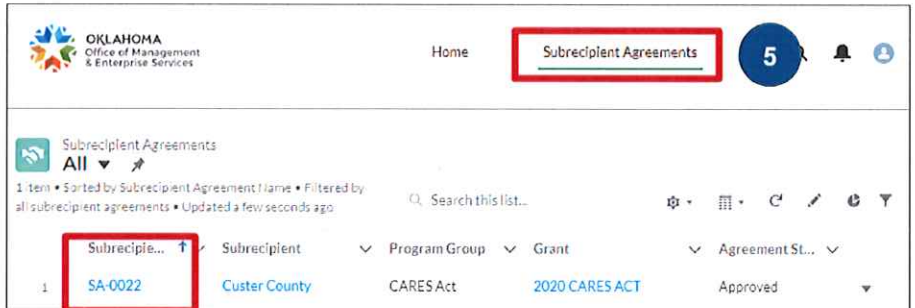
3. This is the homepage that users will see upon signing into the Portal.

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.



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# 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, 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, 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>			\$12,001,000.00	\$11,971,000.00
				<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)

Save

 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**

Reporting Time Period Start:

Reporting Time Period End:

Additional Fund Categories:

Financial Activity Information

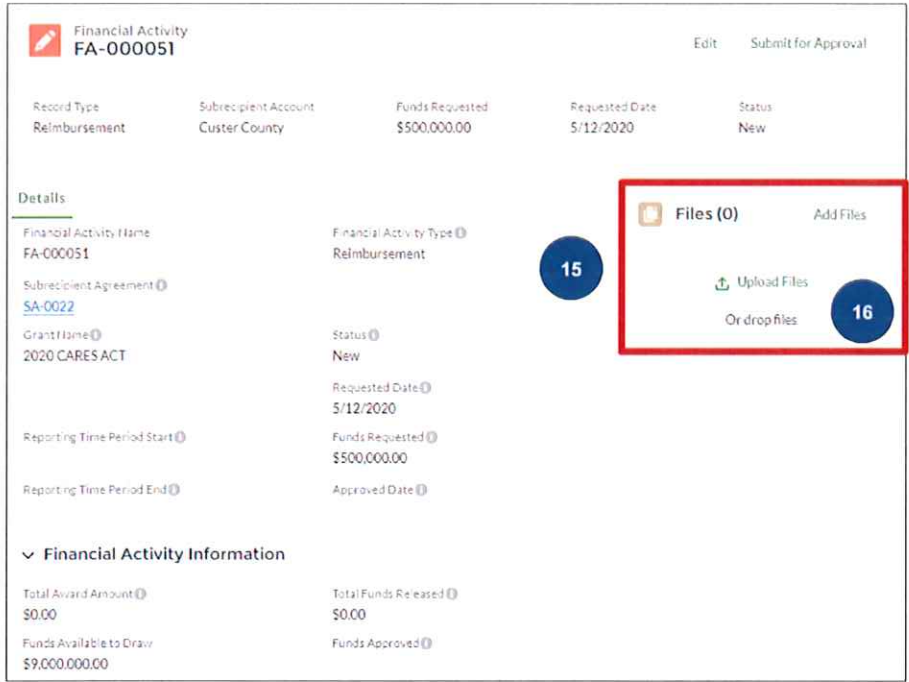
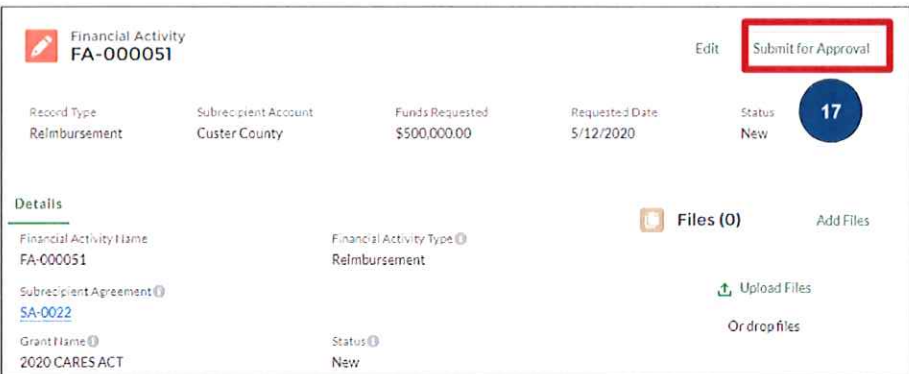

Funds Approved:

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

<p>15. From your Financial Activity record, upload any supporting documentation under the <b>files</b> section.</p> <p>16. Click <b>Upload Files</b> or drag and drop the files.</p>	 <p>Financial Activity <b>FA-000051</b></p> <p>Edit Submit for Approval</p> <table border="1"> <tr> <td>Record Type</td> <td>Subrecipient Account</td> <td>Funds Requested</td> <td>Requested Date</td> <td>Status</td> </tr> <tr> <td>Reimbursement</td> <td>Custer County</td> <td>\$500,000.00</td> <td>5/12/2020</td> <td>New</td> </tr> </table> <p><b>Details</b></p> <table border="1"> <tr> <td>Financial Activity Name</td> <td>Financial Activity Type</td> </tr> <tr> <td>FA-000051</td> <td>Reimbursement</td> </tr> <tr> <td>Subrecipient Agreement</td> <td>Status</td> </tr> <tr> <td>SA-0022</td> <td>New</td> </tr> <tr> <td>Grant Name</td> <td>Requested Date</td> </tr> <tr> <td>2020 CARES ACT</td> <td>5/12/2020</td> </tr> <tr> <td>Reporting Time Period Start</td> <td>Funds Requested</td> </tr> <tr> <td></td> <td>\$500,000.00</td> </tr> <tr> <td>Reporting Time Period End</td> <td>Approved Date</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p><b>Financial Activity Information</b></p> <table border="1"> <tr> <td>Total Award Amount</td> <td>Total Funds Released</td> </tr> <tr> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Funds Available to Draw</td> <td>Funds Approved</td> </tr> <tr> <td>\$9,000,000.00</td> <td></td> </tr> </table> <p><b>Files (0)</b> Add Files</p> <p>Upload Files</p> <p>Or drop files</p>	Record Type	Subrecipient Account	Funds Requested	Requested Date	Status	Reimbursement	Custer County	\$500,000.00	5/12/2020	New	Financial Activity Name	Financial Activity Type	FA-000051	Reimbursement	Subrecipient Agreement	Status	SA-0022	New	Grant Name	Requested Date	2020 CARES ACT	5/12/2020	Reporting Time Period Start	Funds Requested		\$500,000.00	Reporting Time Period End	Approved Date			Total Award Amount	Total Funds Released	\$0.00	\$0.00	Funds Available to Draw	Funds Approved	\$9,000,000.00	
Record Type	Subrecipient Account	Funds Requested	Requested Date	Status																																			
Reimbursement	Custer County	\$500,000.00	5/12/2020	New																																			
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2020 CARES ACT	5/12/2020																																						
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	\$500,000.00																																						
Reporting Time Period End	Approved Date																																						
Total Award Amount	Total Funds Released																																						
\$0.00	\$0.00																																						
Funds Available to Draw	Funds Approved																																						
\$9,000,000.00																																							
<p>17. Once files have been uploaded, click the <b>Submit for Approval</b> button. This will submit your request to the State's Grant Manager.</p>	 <p>Financial Activity <b>FA-000051</b></p> <p>Edit <b>Submit for Approval</b></p> <table border="1"> <tr> <td>Record Type</td> <td>Subrecipient Account</td> <td>Funds Requested</td> <td>Requested Date</td> <td>Status</td> </tr> <tr> <td>Reimbursement</td> <td>Custer County</td> <td>\$500,000.00</td> <td>5/12/2020</td> <td>New</td> </tr> </table> <p><b>Details</b></p> <table border="1"> <tr> <td>Financial Activity Name</td> <td>Financial Activity Type</td> </tr> <tr> <td>FA-000051</td> <td>Reimbursement</td> </tr> <tr> <td>Subrecipient Agreement</td> <td>Status</td> </tr> <tr> <td>SA-0022</td> <td>New</td> </tr> <tr> <td>Grant Name</td> <td>Requested Date</td> </tr> <tr> <td>2020 CARES ACT</td> <td>5/12/2020</td> </tr> </table> <p><b>Files (0)</b> Add Files</p> <p>Upload Files</p> <p>Or drop files</p>	Record Type	Subrecipient Account	Funds Requested	Requested Date	Status	Reimbursement	Custer County	\$500,000.00	5/12/2020	New	Financial Activity Name	Financial Activity Type	FA-000051	Reimbursement	Subrecipient Agreement	Status	SA-0022	New	Grant Name	Requested Date	2020 CARES ACT	5/12/2020																
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Grant Name	Requested Date																																						
2020 CARES ACT	5/12/2020																																						
<p>18. Add <b>Comments</b> and click <b>Submit</b>.</p>	 <p><b>Submit for Approval</b></p> <p>Comments</p> <p>Please approve my funds request.</p> <p>Cancel <b>Submit</b></p>																																						



## 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 next to the 'Status' field, which is highlighted with a red rectangular box. The status value 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>\$2,576.40</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>\$176.57</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>\$ 1,530.03</b>				\$	1,530.03

#### FABC-11991 COVID Dedicated Payroll Expenses

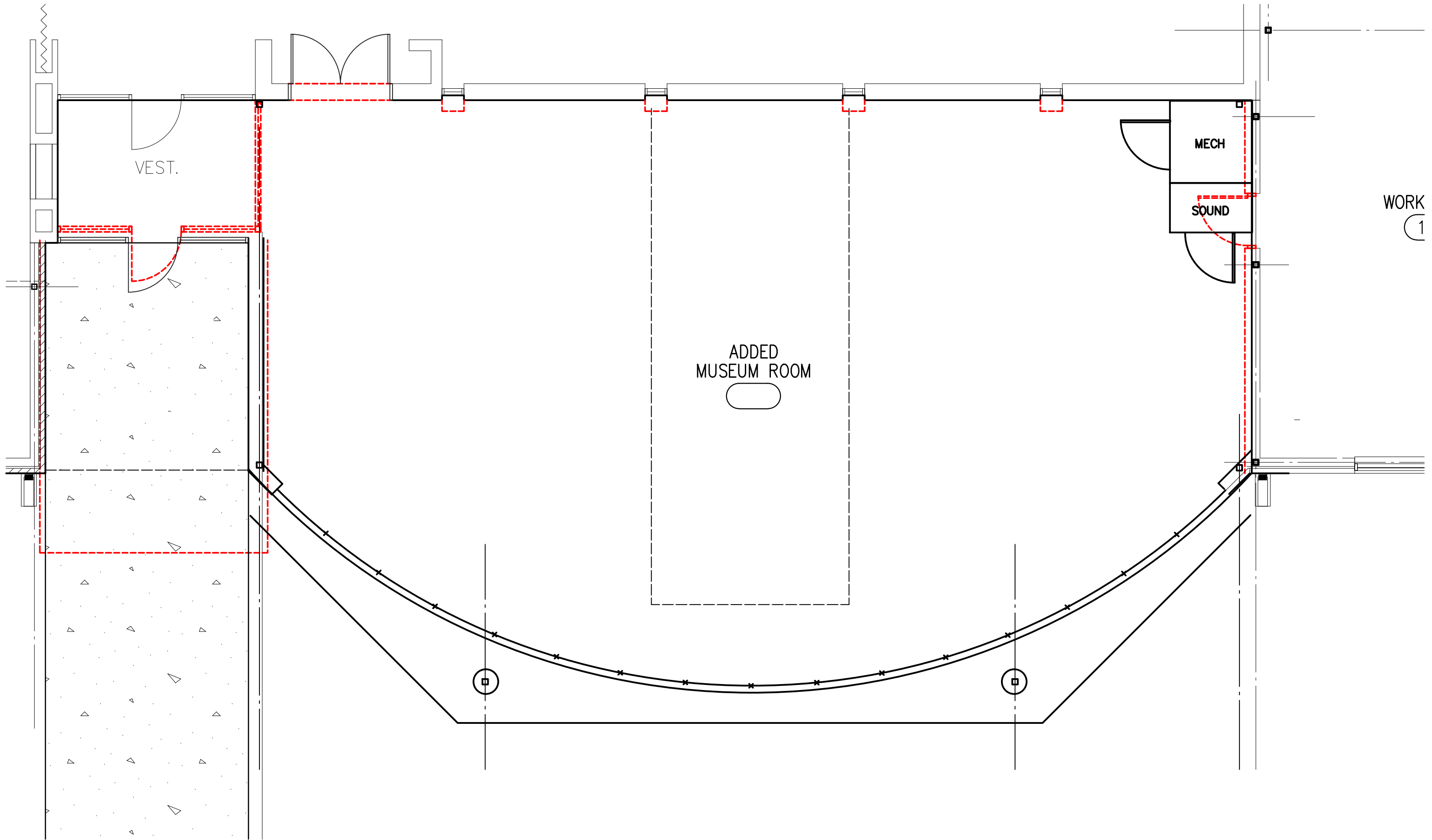
<b>\$374,427.82</b>	PAYROLL & BENEFITS PAID FOR PUBLIC SAFETY EMPLOYEES	POLICE	\$	239,407.96	
		FIRE	\$	28,684.35	
		AMB	\$	57,250.48	
		HEALTH	\$	49,085.03	
			\$	374,427.82	\$ 374,427.82
					<b>\$ 378,710.82</b>

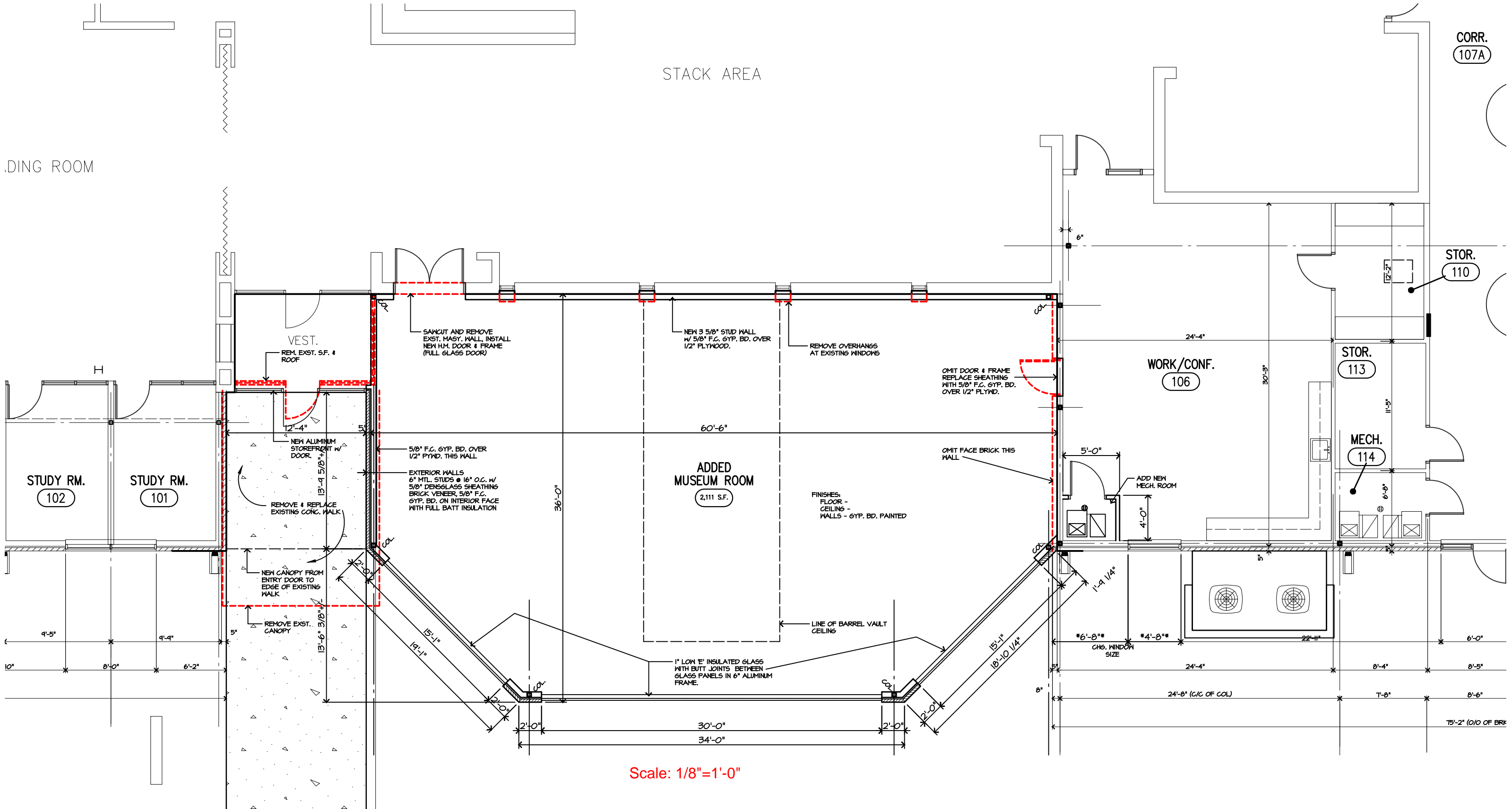


Work in progress!!!









Scale: 1/8"=1'-0"

DINING ROOM

STACK AREA

CORR. 107A

STOR. 110

WORK/CONF. 106

STOR. 113

MECH. 114

STUDY RM. 102

STUDY RM. 101

ADDED MUSEUM ROOM 2,111 S.F.

VEST. REM. EXST. S.F. & ROOF

SANICUT AND REMOVE EXST. MASONRY WALL, INSTALL NEW HM. DOOR & FRAME (FULL GLASS DOOR)

NEW 3 5/8" STUD WALL w/ 5/8" F.C. GYP. BD. OVER 1/2" FLYWD.

REMOVE OVERHANGS AT EXISTING WINDOWS

OMIT DOOR & FRAME REPLACE SHEATHING WITH 5/8" F.C. GYP. BD. OVER 1/2" FLYWD.

NEW ALUMINUM STOREFRONT w/ DOOR

5/8" F.C. GYP. BD. OVER 1/2" FLYWD. THIS WALL

EXTERIOR WALLS 6" MTL. STUDS @ 16" O.C. w/ 5/8" DENSE GLASS SHEATHING BRICK VENEER, 5/8" F.C. GYP. BD. ON INTERIOR FACE WITH FULL BATT INSULATION

OMIT FACE BRICK THIS WALL

ADD NEW MECH. ROOM

FINISHES: FLOOR - CEILING - WALLS - GYP. BD. PAINTED

REMOVE & REPLACE EXISTING CONC. WALK

NEW CANOPY FROM ENTRY DOOR TO EDGE OF EXISTING WALK

REMOVE EXST. CANOPY

1" LOW 'E' INSULATED GLASS WITH BUTT JOINTS BETWEEN GLASS PANELS IN 6" ALUMINUM FRAME

LINE OF BARREL VAULT CEILING

#6'-8" CHG. WINDOW SIZE

#4'-8" CHG. WINDOW SIZE

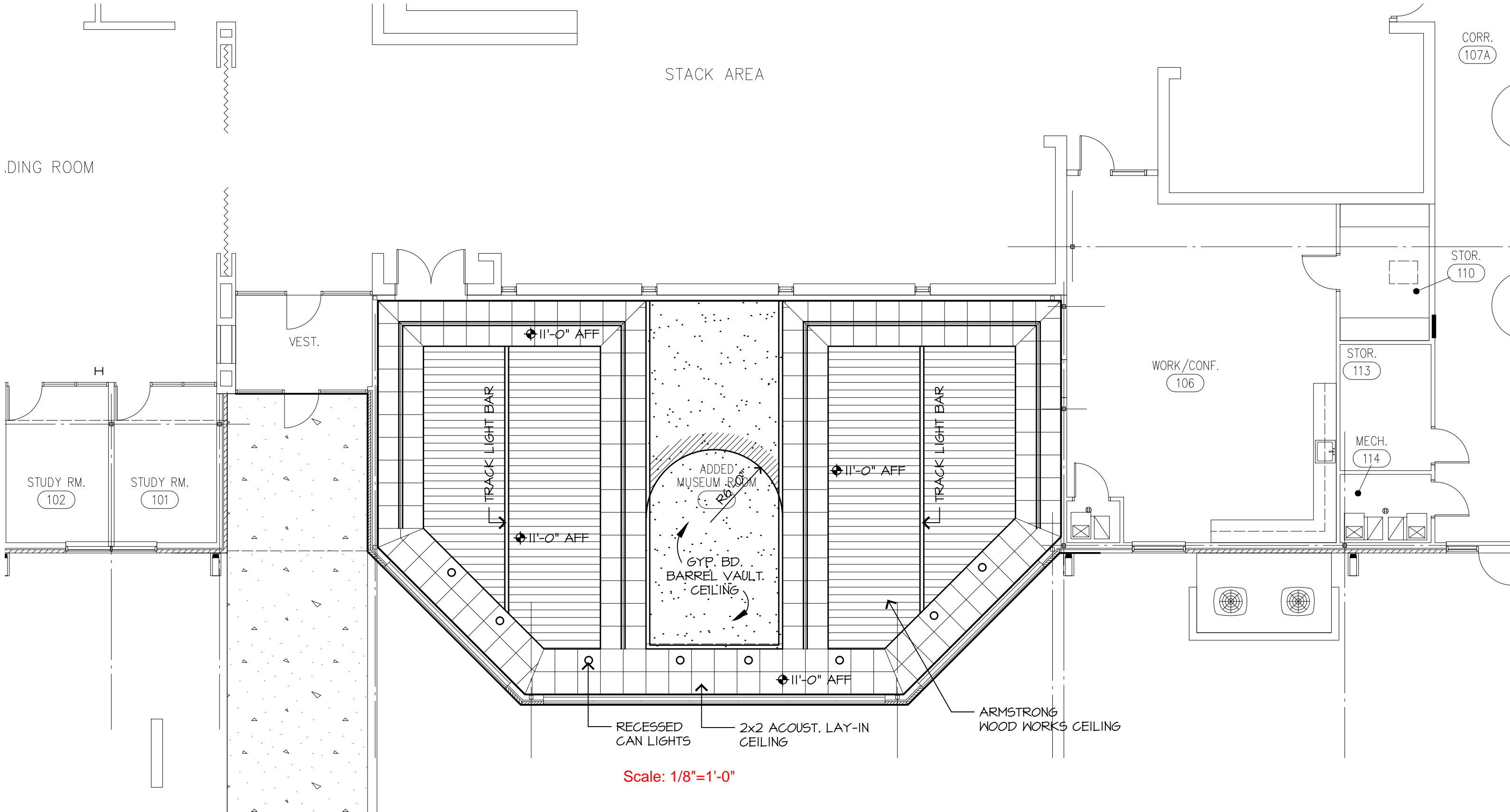
24'-8" (C/O OF COL)

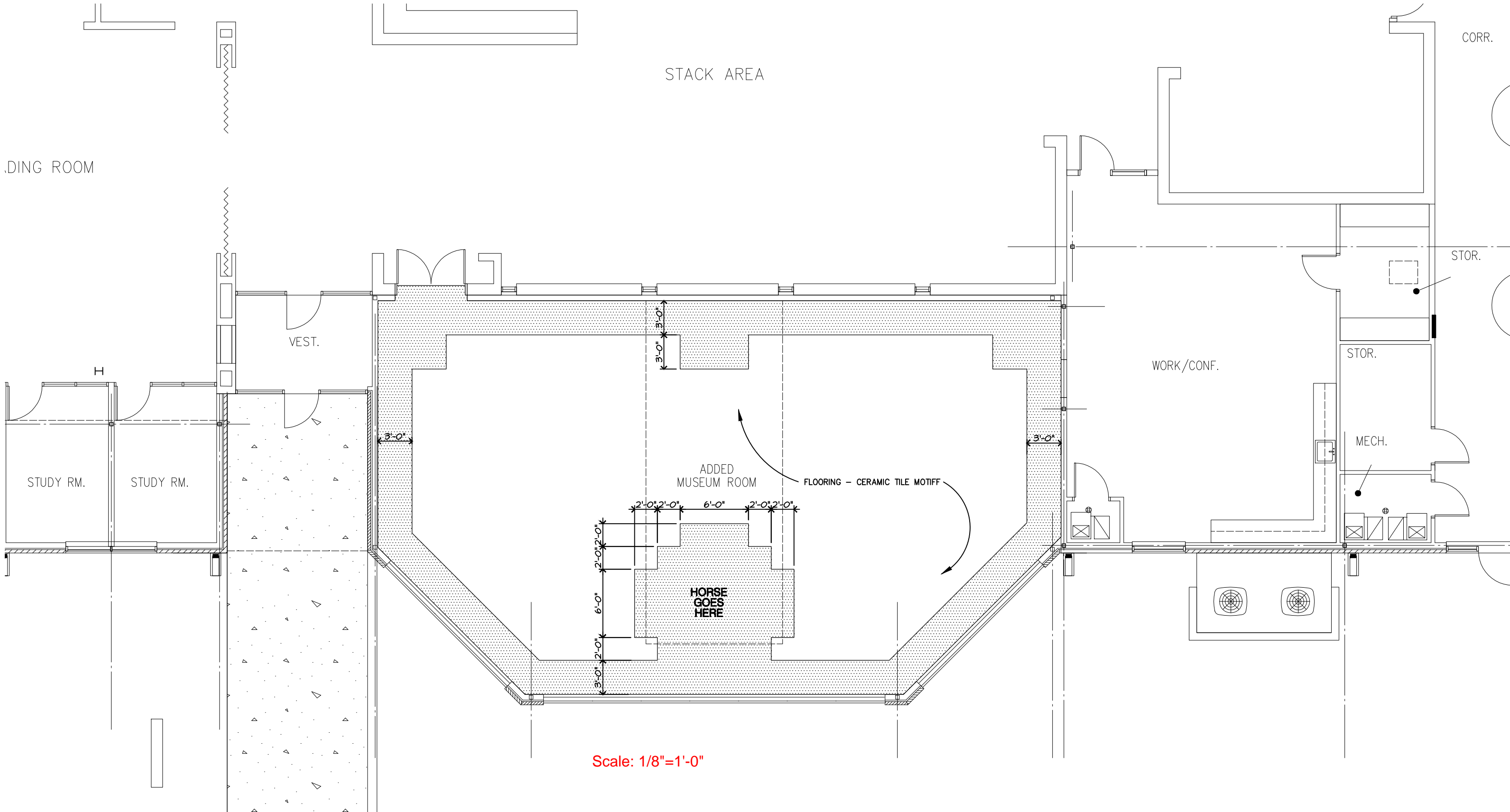
8'-4"

8'-5"

75'-2" (O/O OF BRK)

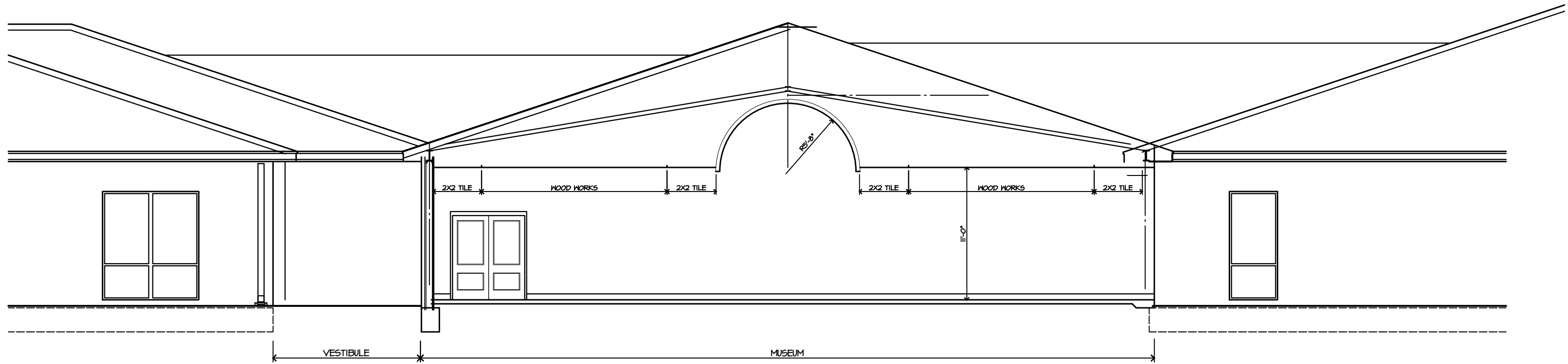






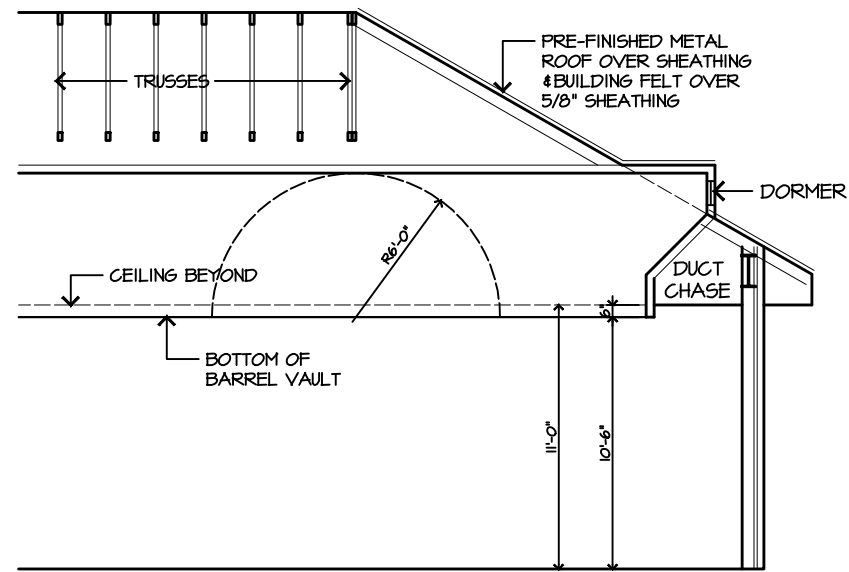


**A SOUTH ELEVATION**  
3/32" = 1'-0"



**A BUILDING CROSS SECTION**  
 $1/8" = 1'-0"$

1909mb01.dwg 03/23/21



**A BUILDING SECTION FRONT CENTER**  
 $1/8" = 1'-0"$

## **Memorandum of Agreement between the Cherokee Nation and the City of XXXXXXXXXX**

This Memorandum of Agreement (hereinafter referred to as “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Cherokee Nation (hereinafter referred to as “Nation”), P.O. Box 948, Tahlequah, Oklahoma 74465, and the City of XXXXXXXXXX (hereinafter referred to as “City”), XXXXXXXXXX, XXXXXXXXXX, Oklahoma 7XXXX (collectively referred to as “Parties”). The Cherokee Nation is a federally recognized Indian tribe with its capitol in Tahlequah, Oklahoma. XXXXXXXXXX is a municipality located within the exterior boundaries of the state of Oklahoma and the Cherokee Nation Reservation.

### **1. BACKGROUND:**

In *McGirt v. Oklahoma*, 140 S. Ct. 2452, 2456, 207 L. Ed. 2d 985 (2020), the United States Supreme Court ruled that the Muscogee Creek Nation Reservation had been established, and had never been disestablished by Congress. All land, including fee land, within the boundaries of a reservation are defined as Indian country under 18 U.S.C. § 1151(a). Both the Major Crimes Act, 18 U.S.C. § 1153, and the General Crimes Act, 18 U.S.C. § 1152, apply to certain crimes committed by Indians within Indian country. As a result, neither the state of Oklahoma nor its municipalities have jurisdiction over crimes involving Indian defendants and/or victims occurring in Indian country. The Cherokee Nation Reservation (“Reservation”) was likewise established by treaty, and has never been disestablished by Congress. Because it has never been expressly disestablished, it remains intact and is properly defined as Indian country under 18 U.S.C. § 1151(a). Therefore, the State of Oklahoma, and municipalities therein do not have jurisdiction over crimes occurring on the Cherokee Reservation involving Indian defendants and/or victims. Instead, Indian perpetrators who offend within the City of XXXXXXXXXX are subject to the Cherokee Nation’s criminal laws and the jurisdiction of the Cherokee Nation’s courts.

### **2. PURPOSE:**

This agreement is entered into for the purpose of supporting tribal and community cooperation in an effort to ensure public safety within the Cherokee Reservation and within the City of Tahlequah. This agreement shall not concede or confer jurisdiction on any Parties, but shall establish an administrative process under which City peace officers, acting pursuant to a cross-deputation agreement with the Cherokee Nation (Attachment 1), may issue criminal citations to Indian perpetrators and non-Indian perpetrators subject to the special domestic violence jurisdiction of the Nation as acknowledged by the 2013 reauthorization of the Violence Against Women Act, Pub. L. No. 113-4, 127 Stat. 540.

Both Indian perpetrators and non-Indian perpetrators subject to the special domestic violence jurisdiction of the Nation shall hereinafter be referred to as “Reservation defendant(s)”.

The Parties recognize a shared interest in ensuring public safety and therefore seek to efficiently and effectively process criminal offenses occurring within the Reservation and

necessarily, within the limits of the City of XXXXXXXXXX. Both the City and the Nation agree that it is in the best interest of both parties to enter into this agreement regarding such matters.

3. **APPLICATION OF LAWS:**

This Agreement shall be governed by, construed and enforced in accordance with the laws of the United States and the laws of the Cherokee Nation. If it should appear that any terms contained herein are in conflict with any rule of law or statutory provisions of the United States or the laws of the Nation, such conflicting terms shall be deemed inoperative and declared null and void in so far as it may be in conflict with such relevant law or statutory provision, and shall be deemed modified to conform to such rules of law or statutory provisions. However, such conflict shall not operate to nullify or void this entire Agreement.

This Agreement shall apply to offenses committed by Reservation defendants which, if committed by a non-Indian defendant against a non-Indian victim within the City, would be subject to prosecution by the City under its own municipal jurisdiction.

4. **TERM:**

The term of this agreement shall begin on the date it is executed by both the Nation and the City and shall extend for a period of one (1) year, and shall automatically renew for one (1) year periods thereafter. This agreement may be cancelled by mutual consent of the parties or by thirty (30) days written notice of one party to the other, with or without cause. Said notice shall state the reasons for the cancellation and be sent by certified mail to the other party at the address contained herein.

5. **THE CITY AGREES TO:**

- A. Continue to abide by the terms and conditions provided in the attached Cross Deputization Agreement with the Nation.
- B. Provide all management, staff, employees, facilities, buildings, equipment and supplies necessary to administratively process criminal matters involving Reservation defendants.
- C. Identify Reservation defendants and maintain a separate accounting system within the City Court Clerk's office.
- D. Ensure that all guilty pleas, warrants or other judicial actions involving Reservation defendants that require a Judge's signature or court approval be forwarded for consideration and execution by a Cherokee Nation District Court Judge. Promptly refer matters in which any Reservation defendant has entered a plea of not guilty and demanded a trial to the Cherokee Nation Attorney General for review and prosecution and transmit all related documentation.
- E. Ensure cooperation of City employees in prosecutions of Reservation defendants.

- F. Collect fees, fines and costs from each Reservation defendant and remit those fees, fines and costs to the Nation on a monthly basis.
- G. Ensure that all fines, fees and costs collected from Reservation defendants are collected consistently and in accordance with the attached fine and fee schedule produced by the Nation.
- H. Provide a monthly accounting to the Nation of all fines, fees and costs collected and remitted.
- I. Records of payments received from and sent to the Nation shall be maintained by the City pursuant to this Agreement and shall be made available to the Nation at any time.

6. **THE NATION AGREES TO:**

- A. Abide by the terms and conditions provided in the attached Cross Deputization Agreement with the City.
- B. Engage with the City to administratively process tribal criminal offenses occurring within the Reservation and necessarily, within the limits of the City of XXXXXXXX, involving Reservation defendants.
- C. Accept referrals for prosecution in tribal court, through the Office of the Attorney General, for those cases involving Reservations defendants who plead not guilty and demand a trial.
- D. Remit to the City the balance of the fines and fees paid by each Reservation defendant, less a \$30.00 fee collected from each Reservation defendant. Said amount shall be paid to the City monthly.
- E. Records of payments received from and sent to the City shall be maintained by the Nation pursuant to this Agreement and shall be made available to the City at any time.
- F. Retain all fees, fines and costs collected on those Reservation defendants prosecuted in the Cherokee Nation District Court after entering a not guilty plea and demanding a trial.

7. **GENERAL PROVISIONS:**

- A. This Agreement shall constitute the entire agreement between the parties. This Agreement shall supersede all prior or contemporaneous understandings, representations, or warranties not set forth herein. No subsequent amendment or modification of this Agreement shall be of any force or effect unless in writing and signed by the parties to be bound thereby. No provision of this Agreement shall be considered waived by the Nation or the City unless such waiver is in writing and signed by the party. No such waiver shall be a waiver of any past or future default, breach or

modification of any of the provision of this Agreement unless expressly stipulated in such a waiver. The parties' further state to the best of their knowledge, no employee of the Nation or City who exercises any functions or responsibilities in connection with the performance of the duties under this Agreement has any personal interest, direct or indirect, in this Agreement.

- B. That each party to the Agreement hereby recognizes that the other shall not control the means or methods by which the terms of this Agreement and the duties outlined herein are rendered. Both parties agree to perform the duties under this contract in a cooperative and professional manner and pursuant to lawful standards.
- C. Whenever any matter is referred to the Cherokee Nation Attorney General for the consideration of filing criminal charges, the responsible City law enforcement officer shall properly receipt all property and evidence and provide a complete inventory sheet to the Cherokee Nation Marshal Service. All property so receipted shall be safeguarded and maintained in a secure environment that may be accessed for viewing. A log shall be kept of all persons with access to the property and said log shall indicate who removes and returns property as well as who views it. No property shall be released except upon written request of the Cherokee Nation Attorney General's Office, court order, or by the Marshal of the Cherokee Nation or his or her designee. The City further agrees to retain said property in accordance with periods of retention as requested by the Cherokee Nation Attorney General.
- D. The City, its subcontractors, agents and employees shall not be considered employees of the Nation and are not eligible for any benefits associated herewith. Likewise, the Nation, its subcontractors, agents and employees shall not be considered employees of the City and are not eligible for any benefits associated herewith.
- E. Each party shall be responsible for their own costs associated with the processing of matters represented by this Agreement.
- F. If this Agreement is cancelled or terminated, a full accounting shall be made by the City. The City shall be entitled to keep any funds already received under this Agreement less the amount due the Nation. For those matters that are concluded and pleas already accepted that were being collected prior to the termination date, the City shall be liable to the Nation for the amounts due in accordance with this Agreement until the Reservation defendant has fulfilled their obligation and paid in full.

8. **NO WAIVER OF SOVEREIGN IMMUNITY:**

Nothing in this Agreement, nor any interpretation or application of the same, shall be construed or interpreted as a waiver of the Sovereign Immunity of either the Cherokee Nation or the City of Tahlequah.



9. **NOTICE:**

To the Cherokee Nation:

Cherokee Nation  
Attention: Office of the Attorney General  
P. O. Box 1533  
XXXXXXXXXX, OK 74465

To the City of XXXXXXXXXXX:

City of XXXXXXXXXXX  
Attention: City Attorney  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXX, OK 74XXX

IN WITNESS WHEREOF, the signatory parties hereto have executed this Agreement as of the last date written below.

**Cherokee Nation**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**City of XXXXXXXXXXX**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, MARCH 16<sup>TH</sup>, 2021 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. 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 Dennis Nance. Roll Call was conducted by City Clerk Eva Smith. Council members present included: Jon Ketcher, Choya Shropshire, Dennis Nance, Steve Smith, Randy Chitwood, Briana Brakefield, Jimmy Tramel via telephone and Yolanda Thompson. Members absent: none.

Department Heads and other City Officials present: City Attorney Kim Ritchie, Police Chief Dennis Nichols, Emergency Management Director Johnny Janzen, Street Superintendent Buddy Glenn, Library Director Cari Rerat, Building Inspector Kenneth Young, Recreation Center Director Jessica Long.

Others present: Police Officer Dustin VanHorn, Animal Shelter Officer Becki Sams, Pryor Main Street Director Jennie VanBuskirk, Chris Gonthier, Brue Tibbets, Kemmie Shropshire, Angelique Cunningham, Jon Daniel and Terry Aylward.

**2. PETITIONS FROM THE AUDIENCE. (LIMITED TO 5 MINUTES, MUST REQUEST IN ADVANCE.)**

There were no petitions.

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

**a. Building Inspector**

Young had no report but asked if there were any questions for him.

**b. Emergency Management**

Janzen reported that they are getting ready for Spring storm season. Emergency Management keeps a registry of everyone who has storm shelters.

**c. Fire**

No report.

**d. Golf**

No report.

**e. Library**

Rerat handed out a statistics sheet to the Council.

**f. Parks / Cemetery**

No report.

**g. Police**

Nichols had no report but asked if there were any questions for him.

**h. Recreation Center**

Long reported that this is Spring Break week and they have been very busy. Everything is going as planned. She mentioned that they are looking at awnings to purchase and are working on roof options.

**i. Street**

Glenn reported that they are keeping up with the drainage project on N.E. 3<sup>rd</sup>. They are also putting up new street signs.

**4. MAYOR'S REPORT:**

**a. CARES Reimbursement Account Report with discussion.**

Mayor reported that as of the end of February 2021, we have a balance of \$408,339.89 in the CAR fund. The guidelines that Council passed last September approved a reserve of 28% and use-evaluation of the reserve will be accomplished in March of 2021. Mayor stated that he expects to have a report and discussion on use

of funds at the April 6<sup>th</sup>, 2021 Council meeting. Chitwood asked if there is a time limit on use of these funds. Mayor stated that the Governor extended it past the end of December but did not give a definite end date.

**5. POSSIBLE EXECUTIVE SESSION PURSUANT TO THE OKLAHOMA OPEN MEETING ACT FOR THE PURPOSE OF CONFERRING ON MATTERS PERTAINING TO ECONOMIC DEVELOPMENT, INCLUDING THE TRANSFER OF PROPERTY, FINANCING, OR THE CREATION OF A PROPOSAL TO ENTICE A BUSINESS TO REMAIN OR TO LOCATE WITHIN THE JURISDICTION OF THE CITY OF PRYOR CREEK WHERE THE PUBLIC DISCLOSURE OF THE MATTER DISCUSSED WOULD INTERFERE WITH THE DEVELOPMENT OF PRODUCTS OR SERVICES OR WOULD VIOLATE THE CONFIDENTIALITY OF THE BUSINESS. (25 O.S. § 307 (C) (11)).**

Motion was made by Ketcher, second by Chitwood to enter Executive Session at 6:20 p.m. Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

**6. DISCUSSION AND POSSIBLE ACTION REGARDING RESUMING REGULAR SESSION. NO ACTION TAKEN DURING EXECUTIVE SESSION.**

Motion was made by Chitwood, second by Smith to resume regular session at 7:35 p.m. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

**7. CITY ATTORNEY’S REPORT:**

**a. Enter Public Hearing**

**Rezoning Applicant: Brue Tibbets has requested a zoning change for the property in the City of Pryor, to-wit: A tract of land being a part of the Southeast Quarter of the Southwest Quarter (SE¼ SW¼) of Section Nine (9), Township Twenty-one (21) North, Range Nineteen (19) East of the Indian Base and Meridian, Mayes County, State of Oklahoma, more particularly described as follows, to-wit: Beginning at the Southeast corner of the SE¼ of the SW¼; THENCE North 01°30’40” West along the East line of the SE¼ of the SW¼ a distance of 881.13 feet to a ½ inch iron pin; THENCE South 88°35’06” West a distance of 245.75 feet to a ½ inch iron pin; THENCE South 01°31’41” East a distance of 881.11 feet to a MAG nail on the South line of the SE¼ of the SW¼; THENCE North 88°35’20” East a distance of 245.75 Feet to the point of beginning.**

**The present zoning designation for the property is AG (Agriculture). He is requesting a zoning change to CAR (Commercial Automotive Recreation).**

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

Kim Ritchie explained what this zoning request would allow. Mr. Tibbets was in attendance to answer questions.

**b. Exit Public Hearing.**

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

**8. DISCUSSION AND POSSIBLE ACTION ON APPLICANT’S REQUEST FOR REZONING FROM AG (AGRICULTURE) TO CAR (COMMERCIAL AUTOMOTIVE RECREATION).**

Motion was made by Shropshire, second by Chitwood to approve Applicant’s request for rezoning from AG (Agriculture) to CAR (Commercial Automotive Recreation). Voting yes: Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. Voting no: none.

**9. 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 March 2<sup>nd</sup>, 2021 Council meeting.
- b. Approve payroll purchase orders through March 19<sup>th</sup> and April 2<sup>nd</sup>, 2021.
- c. Approve claims for purchase orders through March 16<sup>th</sup>, 2021.

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	2020202137 – 2020202294	188,682.43
STREET & DRAINAGE	2020202294 – 911226B	10,648.34
GOLF COURSE	2020202283 - 2020202243	6,706.68
CAPITAL OUTLAY	911173B - 2020202235	31,275.94
RECREATION CENTER	2020202269 - 2020202248	10,081.50
E-911 CASH FUND	2020202249 - 2020202295	4,405.60
<b>TOTAL</b>		<b>251,800.49</b>
<b>NO BLANKETS</b>		

- d. Acknowledge receipt of deficient purchase orders.  
***There were no deficient purchase orders.***
- e. Approve December 2020 Appropriation Requests.
- f. Discussion and possible action regarding approval from bids received to purchase a new 16mm LED Sign in the amount of \$37,451.25 from Premier Signs & Design, as in the best interest of the city, to be paid from Recreation Capital Outlay-Equipment Account #84-845-5410. Other bids received: Image Builders, \$31,681.00; Amax Sign Company, \$43,250.00.
- g. Discussion and possible action regarding disposal of city records as listed on attachment according to City of Pryor Creek Retention Policy.
- h. Discussion and possible action regarding closing Graham Avenue from Adair to Vann on April 1<sup>st</sup>, 2021 from 4:30 pm – 8:30 pm for a Pryor Main Street Spring Carnival Kickoff block party.  
***(Amended to include South Adair from Graham Avenue to SE 1<sup>st</sup> Street.)***
- i. Discussion and possible action regarding an expenditure of \$30,000.00 in the form of a matching grant for a National Fitness Campaign “Fitness Court,” which would be constructed on the Recreation Center grounds on the West side and toward the South perimeter, from Recreation Capital Outlay Account #84-845-5410.
- j. Discussion and possible action regarding hiring Angelique Cunningham to fill vacant dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - \$32,534.00) effective March 22<sup>nd</sup>, 2021. This position was left vacant by the resignation of Hannah Thompson.
- k. Discussion and possible action regarding accepting the resignation of Stephanie Perry from dispatch position at the Pryor Creek Police Department, effective March 19<sup>th</sup>, 2021.
- l. Discussion and possible action regarding an expenditure in the amount of \$34,237.45 for the purchase of 5-year maintenance and a backup phone for the new Motorola CallWorks 911 system that was received through the Oklahoma 911 Management Authority Grant, from Covid Reimbursement Account #02-201-5401.
- m. Discussion and possible action regarding an expenditure in the amount of \$3,166.72 to GT Distributors for the purchase of (32) Streamlight Protac Rifle Lights @ \$98.96 each, from Police Equipment Capital Outlay #44-445-5424. Other quotes received: \$4,159.68, Midway USA; \$5,375.68, Galls.
- n. Discussion and possible action regarding an expenditure in the amount of \$11,947.52 to GT Distributors for the purchase of (32) Vortex Strike Eagle 1-6x24 AR-BDC3 Rifle Optics @ \$243.68 each and (32) Pro 30mm Cantilever Mounts @ \$129.68 each, for the Police Department from Covid Reimbursement Account #02-201-5401. This price includes a lifetime warranty. Other quotes received: \$11,999.36, Vortex Optics; \$14,336.00, Amazon.
- o. Discussion and possible action regarding authorizing Mayor to sign the 2021 Emergency Operations Plan for Mayes County Emergency Management.
- p. Discussion and possible action regarding hiring Brody Willyard as B Operator, Range C, Step 1 (annual wage - \$30,834.00) at the Pryor Creek Street Department effective March 29<sup>th</sup>, 2021.

Motion was made by Ketcher, second by Smith to approve items a – p, less items a, f, i, j and k, with amendment on h. Voting yes: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. Voting no: none.

**a. Approve minutes of the March 2<sup>nd</sup>, 2021 Council meeting.**

Motion was made by Brakefield, second by Chitwood to approve minutes of the March 2<sup>nd</sup>, 2021 Council meeting. Voting yes: Tramel, Thompson, Ketcher, Shropshire, Nance, Chitwood, Brakefield. Abstaining, counting as a no vote: Smith. Voting no: none.

Steve Smith took a moment to thank Johnny Janzen and Mike Dunham for all the hard work that went into the 2021 Emergency Operations Plan for Mayes County Emergency Management. Mayor agreed, and he made it known that Mr. Janzen is very well known and highly respected in the area for the work he does.

**f. Discussion and possible action regarding approval from bids received to purchase a new 16mm LED Sign in the amount of \$37,451.25 from Premier Signs & Design, as in the best interest of the city, to be paid from Recreation Capital Outlay-Equipment Account #84-845-5410. Other bids received: Image Builders, \$31,681.00; Amax Sign Company, \$43,250.00.**

Motion was made by Thompson, second by Ketcher to approve purchase of a new 16mm LED Sign in the amount of \$37,451.25 from Premier Signs & Design, as in the best interest of the city due to the quality of their product, to be paid from Recreation Capital Outlay-Equipment Account #84-845-5410. Other bids received: Image Builders, \$31,681.00; Amax Sign Company, \$43,250.00. Voting yes: Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel. Voting no: none.

**i. Discussion and possible action regarding an expenditure of \$30,000.00 in the form of a matching grant for a National Fitness Campaign “Fitness Court,” which would be constructed on the Recreation Center grounds on the West side and toward the South perimeter, from Recreation Capital Outlay Account #84-845-5410.**

Motion was made by Chitwood, second by Smith to approve an expenditure of \$30,000.00 in the form of a matching grant for a National Fitness Campaign “Fitness Court,” which would be constructed on the Recreation Center grounds on the West side and toward the South perimeter, from Recreation Capital Outlay Account #84-845-5410.

Long provided a short video to explain what this entails. She stated that after more discussion, it was agreed that this would serve the community better if it were placed on the East side of the Recreation Center property.

Chitwood and Smith then amended their motion and second to strike, “on the West side and toward Southern perimeter.” Voting yes: Ketcher, Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson. Voting no: none.

**j. Discussion and possible action regarding hiring Angelique Cunningham to fill vacant dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - \$32,534.00) effective March 22<sup>nd</sup>, 2021. This position was left vacant by the resignation of Hannah Thompson.**

Motion was made by Ketcher, second by Smith to approve hiring Angelique Cunningham to fill vacant dispatcher position at the Pryor Creek Police Department at Range D, Step 1 (annual wage - \$32,534.00) effective March 22<sup>nd</sup>, 2021. This position was left vacant by the resignation of Hannah Thompson. Voting yes: Shropshire, Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher. Voting no: none.

**k. Discussion and possible action regarding accepting the resignation of Stephanie Perry from dispatch position at the Pryor Creek Police Department, effective March 19<sup>th</sup>, 2021.**

Motion was made by Chitwood, second by Smith to accept the resignation of Stephanie Perry from dispatch position at the Pryor Creek Police Department, effective March 19<sup>th</sup>, 2021. Chitwood thanked Perry for her service to the City. Voting yes: Nance, Smith, Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire. Voting no: none.

**10. COMMITTEE REPORTS:**

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

Brakefield had nothing to report other than that the Committee will meet on April 13<sup>th</sup>, 2021, at 5:30 p.m.

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

Shropshire had nothing to report at this time.

**c. Street (Smith)**

Smith reported that the Street Committee will meet next Tuesday.

**11. UNFORESEEABLE BUSINESS.**

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

No action. Mayor spoke regarding use of Cemetery Care Fund 19 and asked permission to have our City Engineer, Steve Powell, seek bids for street repair at the cemeteries, estimated cost of \$60,000, with hopes of completion by May 28<sup>th</sup>, 2021, before Memorial Day. City Attorney explained that this does not qualify as Unforeseeable Business. He also stated that there are some statutory regulations regarding usage of Cemetery Care funds that will need to be investigated before any decision is made. Once this research is done, this will need to be an item on a Council agenda for approval, due to the costs involved.

**12. ADJOURN.**

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

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Meeting was called to order at 8:25 p.m.

**2. APPROVE MINUTES OF MARCH 2<sup>ND</sup>, 2021 MEETING.**

Motion was made by Shropshire, second by Chitwood to approve minutes of March 2<sup>nd</sup>, 2021 meeting. Voting yes: Chitwood, Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith. 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: Brakefield, Tramel, Thompson, Ketcher, Shropshire, Nance, Smith, Chitwood. 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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# WALK A MILE IN THEIR SHOES

**BOARD OF DIRECTORS**

Andrew Jones-Brothers

Aubree Pixley

Brandi Doty

Bridgett Hunt

Christi Mackey

Crystal Harriss

David Chaussard

Jessica Wilbourn

Jonah Humes

Kat Kennedy

Leah Messner

Paula Reed

Sara Moss

Traci Ballard

William H. Golden

**EXECUTIVE DIRECTOR**

Jody Reiss

**WALK COMMITTEE**

Bridgett Hunt

Jody Reiss

Rosalie Griffith

Skylar James

Tracey Wallis

Yleana Esparza

March 1, 2021

We would like to invite you to Safenet Services' Walk a Mile in Their Shoes on April 10 at 8:30 a.m. located at 1000 W. Will Rogers Blvd. in Claremore with another walk taking place immediately after in Pryor at 1 Court Pl. #200 at 12 p.m.

Walk a Mile in Their Shoes is a family friendly walk-a-thon with the goal of bringing awareness of sexual assault and domestic violence in our community by challenging participants to literally walk one mile in a victim's shoes.

We encourage participants—individually or as teams—to raise money donations in support of our mission. Teams can be from a business, school, church, family, etc. The team and individual who raise the most in donations will receive an award! The first 150 to register will receive a free t-shirt, and there will also be free food & refreshments. As last year's event was canceled, we would love to see everyone come out this year!

The unique benefit for 2021 sponsors is that you will have an opportunity to promote your business at two events for the price of one! Each sponsorship entitles your business presence at BOTH events!

Domestic Violence and sexual assault calls in our communities have gone up 10% in the past year with many still unreported. Research shows that 1 in 4 women and 1 in 6 men will experience sexual assault or abuse, and in 2021, Safenet provided services for a total 1,237 survivors. Walk a Mile in Their Shoes not only raises awareness, but the financial support allows us to continue providing essential services such as, our 24-hour crisis line, counseling, empowerment education, victim advocacy, and domestic abuse & sexual assault shelter to name a few.

Enclosed is this year's sponsorship form. If you have any questions, please feel free to email [skylar@SafenetServices.org](mailto:skylar@SafenetServices.org). It's because of our generous donors we've been able to provide resources and shelter for women and children fleeing domestic violence and sexual assault since 1991; we appreciate your continued support and can't wait to see you on April 10th!

Sincerely,



Jody Reiss  
Executive Director



Skylar James  
Development Specialist



# WALK A M LE

## IN THEIR SHOES

### 2021 SPONSORSHIP FORM

STILETTO - \$2,000

(Company listed in first sponsorship position on t-shirt, social media feature, and included on the banner and signage)

(Company listed on t-shirt, social media feature, and included on signage)

PLATFORM - \$1,000

COWBOY BOOT - \$500

(Company listed on t-shirt and social media feature)

(Company listed on t-shirt and social media mention)

SNEAKER - \$250

SANDAL - \$100

(Company listed on t-shirt)

### CONTACT & PAYMENT INFORMATION

NAME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CHECK  OR CARD  EXPIRATION DATE: \_\_\_\_\_ CSV NUMBER: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_



Safenet Services is a nonprofit 501c(3) charitable organization. Your contribution is tax deductible (Tax I.D. No. 73-1337913).

PLEASE FILL OUT AND RETURN COMPLETED FORM BY APRIL 6 TO SKYLAR AT  
P.O. BOX 446  
CLAREMORE, OK 74018



**SAFENET SERVICES, INC.**

**WALK A**

**MILE**



**IN THEIR SHOES**

Bring awareness to sexual assault and domestic violence  
by literally walking one mile in a victim's shoes.

**APRIL 10, 2021 | 12:00 P.M. (REGISTRATION AT 11:30 A.M.)  
1 COURT PLACE (MAYES COUNTY COURT HOUSE GAZEBO)  
PRYOR, OK 74361**

Visit [facebook.com/safenetoklahoma](https://facebook.com/safenetoklahoma) to register!

# Order Summary



Offer Date:	02/01/2021
Customer ID:	s8948304
Order ID:	WSR593797
Page Number:	1 of 1

**Purchasing Customer**  
PRYOR PUBLIC LIBRARY  
505 E GRAHAM  
PRYOR, OK 74361-3828?  
USA

**Billing Address**  
PRYOR PUBLIC LIBRARY  
505 E GRAHAM  
PRYOR, OK 74361-3828?  
USA

**Contact**  
Cari Rerat  
9188250777  
reratc@pryorlibrary.org

**Your invoice will be sent to:**  
Cari Rerat  
reratc@pryorlibrary.org

Product Name	Begin Date	Expire Date	Price
<b>Package 02/01/2021 09:31:15 AM</b>			3,683.00 USD
Job and Career Accelerator Center - Stand-alone	03/01/2021	02/28/2022	
LearningExpress Library	03/01/2021	02/28/2022	

Price:	3,683.00
<b>Total Price (USD):</b>	<b>3,683.00</b>

## Payment Terms

Price represented is the cash discounted price for payments received by check or electronic payment. If paying by a method other than check or electronic payment, please inquire for non cash discounted pricing. Payment due upon receipt of invoice. Interest of 1 percent per month charged for payment received later than 30 days after invoice date. eBooks and eAudiobooks ordered are non-returnable and non-refundable.

## Terms and Conditions

Customer agrees to terms and conditions of the appropriate license agreement for usage of purchased access or subscription to electronic databases, econtent and services. If ordering ebooks or audiobooks, customer also agrees to the terms and conditions of the Library eContent Agreement.

*This is not an invoice.*



15213 S. 4195 Road  
 Claremore, OK 74017  
 (918) 341-5508

**RECEIVED**  
 MAR 25 2021  
 BY: \_\_\_\_\_

**Invoice**

Date	Invoice #
2/22/2021	129260

**NOTICE TO THE OWNER**

We hereby submit specifications and estimates for the described invoice, which will meet the approval of city and state codes. The owner is responsible for any underground line such as phone, water, sewer, gas and etc.  
 Owner must call OKIE @ 800-522-6343 at least 48 hours before any digging can be done by ABC. We do not do any drywall repairs, painting, carpentry, fencing, landscaping, ectrical, or any other repairs other than what is listed on the work order. Owner is responsible for any blasting or rock removal of any kind. If needed, this will be an extra charge and payment is due up front. All changes must be in writing and will be extra. Customer is responsible for all inspection and permit fees.

Lien Act: You are hereby notified that any person performing labor or furnishing material for the repairs or improvements on your property will be entitled to a lien against your property if they are not paid in full. This lien can be enforced by the sale of your property. In addition, you will be responsible for attorney fees and court costs, plus any other fees that occur.

<b>Bill To</b>
CITY OF PRYOR, CREEK PO BOX 1167 PRYOR OK 74362 ATTN: ACCOUNTS PAYABLE CHERYL LEWIS

<b>Property Address</b>
GRAHAM COMMUNITY CENTER N/A PRYOR OK 74361 GARY OVER MAINTENANCE

<b>Due Date</b>	<b>Terms</b>
2/22/2021	Due Upon Receipt

Item	Quantity	Description	Rate	Amount
SERVICE		2/19/21 DIAGNOSTIC SERVICE CALL:THAW FROZEN WATER LINES AT THE GRAHAM COMMUNITY CENTER	95.00	95.00
MATERIAL	1	THAW MACHINE FEE	380.00	380.00
MATERIAL	1	UNIT HEATER FEE	140.00	140.00
LABOR	9	2/19/21 B-71 LABOR MASTER TECH, REGULAR RATE	125.00	1,125.00
LABOR	9	2/19/21 J-84 LABOR, REGULAR RATE	80.00	720.00
LABOR	4	2/19/21 B-71 MASTER TECH, OVERTIME LABOR	187.50	750.00
LABOR	4	2/19/21 J-84 OVER TIME LABOR	120.00	480.00
LABOR	6	2/20/21 B-71 MASTER TECH LABOR SATURDAY ( NO OVERTIME CHARGE)	125.00	750.00
LABOR	6	2/20/21 J-84 LABOR SATURDAY ( NO OVERTIME CHARGE)	80.00	480.00

Thank You For Choosing ABC!! We Appreciate Your Business. All Invoices Are Due Upon Completion.	<b>Total</b>	\$4,920.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$4,920.00



Coats, Darla &lt;coatsd@pryorcreek.org&gt;

## Old Pryor Industrial Authority Trust Dissolution

2 messages

Kim Ritchie &lt;kritchie@rrmalaw.com&gt;

Fri, Mar 26, 2021 at 3:33 PM

To: coatsd@pryorcreek.org, leesl@pryorcreek.org

Mayor and Darla,

I know this may seem cumbersome but we need to do it right. Also, it is not something we want to just allow to linger out there. It needs to be dissolved. In order to dissolve the old trust we need to do the following.

1. Mayor and council action to appoint the full board of trustees for any seat that is currently empty. If all are empty then appoint a full slate of new trustees. Needs to be a council agenda item and done by council and mayor action as usual.
2. Schedule a meeting of those trustees and comply with open meeting act. Normal opening and closing agenda items, plus an agenda item as follows:  
"Discussion and possible action concerning the proposed dissolution of the Pryor Industrial Authority and approval of all action deemed necessary for dissolution of the said trust, including necessary expenditures to enact dissolution and/or discontinuance of the Pryor Industrial Authority" - if that is the correct name - whatever the correct name of it is.
3. Hold the above referenced meeting of the trustees and vote for approval of the agenda item.
4. schedule and hold a subsequent meeting of the trustees of the Pryor Industrial Trust Authority and comply with the open meeting act regarding same.
5. Between the two meetings obtain a statement from the City Clerk and City Accountant indicating that a thorough review of the available books and records of the Pryor Industrial Authority and the City has been made and to the best of their information and belief the Trust owns or possesses no real property; the Trust owns or possesses no personal property; the Trust owns or possesses no assets of any kind; the Trust is not obligated to any person or entity on any contracts or other obligations of any kind; and that the Trust is not an obligee on on any contract, indebtedness or any other obligation of any kind.
6. Hold the second meeting of the trustees and vote for approval of dissolution of the trust. Normal opening and closing agenda items and two more agenda items as follows:  
- "An agend item identified as "Receipt of report from City Clerk and City accountant concerning audit of books and records of the Pryor Industrial Authority Trust reporting the Trust owns or possesses no real property; the Trust owns or possesses no personal property; the Trust owns or possesses no assets of any kind; the Trust is not obligated to any person or entity on any contracts or other obligations of any kind; and that the Trust is not an obligee on on any contract, indebtedness or any other obligation of any kind."  
- an agenda item as follows: "Discussion and possible action for immediate dissolution of the Pryor Industrial Authority Trust" to be effective upon approval of the Mayor and City Council for the City of Pryor Creek as sole beneficiary of the public trust"
7. Following completion of all the above then at the next council meeting following all the above have an agenda item on the city council agenda for "Discussion and possible action to approve the immediate dissolution of the Pryor Industrial Authority Trust "

Above resolution will be prepared by me for passage by council.

Following all the above package all the minutes and documents we can find in our historical files concerning the trust - add to it the copies of minutes and agendas and public notices above referenced - plus the resolution dissolving and store the file away so it does not get lost evidencing the trusts dissolution.

K. Ellis Ritchie  
Attorney & Managing Partner  
Ritchie, Rock, McBride & Atwood Law Firm

[888-848-4558](tel:888-848-4558)

[kritchie@rrmalaw.com](mailto:kritchie@rrmalaw.com)

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

# Emergency Management Performance Grant - 999

## Request for Reimbursement Form

Jurisdiction: City of Pryor Creek

Date: \_\_\_\_\_

We are requesting payment for the following quarter of the Emergency Management Performance Grant - 999.

Check the quarter that applies:

- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4

This request is for a total of \$2,500.<sup>00</sup> dollars.

Approving Official (Print): \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_