

MARTY K. LAWING
County Manager



GUILFORD COUNTY
ADMINISTRATIVE OFFICES

July 29, 2020

Bill Bruce, Town Administrator
Town of Oak Ridge
P.O. Box 374
Oak Ridge, NC 27310

RE: Coronavirus Relief Fund Allocation

Dear Mr. Bruce:

Guilford County received a direct appropriation of Coronavirus Relief Funding from the Inspector General's Office of the U.S. Treasury in the amount of \$97.3 million. The Board of Commissioners have adopted a plan to strategically utilize the funds to offset certain costs associated with the response and recovery to the COVID-19 Pandemic.

Under the Mitigation and Preparedness component of the plan, the Board of Commissioners has approved a population-based allocation to ten municipalities in Guilford County. The purpose of this letter is to inform you that the Town of Oak Ridge has been approved for an allocation of up to \$68,290.00 of Guilford County's Coronavirus Relief Fund appropriation to be used for authorized COVID-19 related costs in compliance with the guidance provided by the Department of Treasury. Since Guilford County received a direct payment from the Treasury, the county is the primary recipient and will be responsible for how the funds provided to municipalities and subrecipients is used. The County has certified that the funds will only be used 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);
- b. were not accounted for in the budget most recently approved as of March 27, 2020, for the municipality; and
- c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Some of the eligible expenses or reimbursements include public safety salaries, overtime and benefits, COVID-19 testing operations, decontamination costs for buildings and vehicles,

personal protective equipment costs, quarantine and isolation costs and other eligible contract and equipment costs. In order to optimize the use of the Coronavirus Relief Funds, the county is requiring that FEMA Public Assistance eligible expenditures be requested from FEMA before requesting a reimbursement from your CRF allocation.

Because it is extremely important that all expenditures comply with Treasury guidance, the county will require a Memorandum of Understanding approved by each municipal governing board and will require a detail application or request for reimbursement form to justify each reimbursement as well as contracts, purchase orders and receipts to document eligible expenditures.

Attached please find an Intergovernmental Agreement for approval by your governing board and a Reimbursement Request form to be used for all funding requests. Please return the approved agreement at your earliest convenience and we will include it on an upcoming Board of Commissioners meeting agenda for approval.

We look forward to working with you on this matter. Please feel free to call me if you have any questions about this information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Marty K. Lawing". The signature is stylized and written in a cursive-like font.

Marty K. Lawing
County Manager