BRIEFING OBJECTIVES

- CRF General Information
- Eligible/Ineligible Costs
- Application/Account Setup
- Funding Disbursement in GMS
- Information Resource Locations
CRF - General Information
Coronavirus Relief Fund (CRF)

Under Title V of the CARES Act, the Social Security Act was amended to establish the Coronavirus Relief Fund (CRF), a $150 billion appropriation used to make payments for specified uses to states, Tribal governments, territories, and units of local government.

Funding is allocated based on population.
Eligible Entities

- States
- Units of Local Government (County, municipality, town, township, village, parish, borough, etc.) with population 500,000+
- Small local governments (other local governments with population of 500,000 or less)*
- Tribal Governments
- Washington DC
- Puerto Rico, USVI, Guam, Northern Mariana Islands, American Samoa

*Funding to small local governments passes through either their state or county government.
Funding Flow

- **State of Texas**: $8.04 Billion
- **Tribal Governments**: (Final allocation amount to be determined)
- **Texas cities with over 500,000 population**: $1.36 Billion
- **Texas counties with over 500,000 population**: $1.85 Billion

TDEM maintains an allocation sheet listing amounts allocated to these entities at [https://tdem.texas.gov/crf/](https://tdem.texas.gov/crf/)

Counties, cities, towns, and other local governments under 500,000 population: $1.85 Billion

This is the funding we are reviewing in this briefing.
Large Units of Local Government

For local governments with populations 500,000+, they will disburse funding to smaller governments (cities, towns, etc.) within the county.

CITIES

- Austin
- El Paso
- Fort Worth
- Dallas
- Houston
- San Antonio

COUNTIES

- Bexar County
- Collin County
- Dallas County
- Denton County
- El Paso County
- Fort Bend County
- Harris County
- Hidalgo County
- Montgomery County
- Tarrant County
- Travis County
- Williamson County
CRF Characteristics

- No cost share
- Different from FEMA’s process
- More flexibility in types of purchases
- Covers costs incurred due to Coronavirus emergency
- Subject to OIG audit
Eligible/Ineligible Costs
Definition of eligible costs

1. Necessary expenditures incurred due to the public health emergency

2. Costs not accounted for in the most recently approved budget

3. Costs were incurred and expended between March 1, 2020 and December 30, 2020
Examples of eligible costs

✓ Medical costs
✓ Public Health Expense
✓ Payroll Expense
✓ Public Health Compliance Expense
✓ Economic Support Expenses
✓ Other reasonably necessary expenses

For more detailed examples see:
Examples of ineligible costs

✗ Government Revenue Replacement
✗ State share of Medicaid
✗ Damages covered by insurance
✗ Payroll or benefits for employees not responding to COVID-19
✗ Expenses that have been or will be covered by another federal program
✗ Reimbursement to donors for donated items
✗ Bonuses not related to COVID-19 hazard pay or overtime
✗ Severance Pay or Legal Settlements
✗ Government prepayments on contracts not consistent with its ordinary course policies and procedures
Application/Account Setup
Required Local Actions

For jurisdictions that did not receive a direct payment from the U.S. Treasury and who are in a county that **DID NOT** receive a direct payment:

- The county judge or mayor must review, sign and submit the Terms and Conditions and certification documents. A 20% payment will be processed through GMS when this documentation is received and reviewed by TDEM staff. The required forms and instructions can be found at [https://tdem.texas.gov/crf/](https://tdem.texas.gov/crf/).

- The remaining funding will be processed as Requests for Reimbursement are received in GMS. Training on GMS will be provided to Applicants.
Applications for the CRF will consist of

• Downloading three forms from tdem.texas.gov/crf

• Completing the forms

• Emailing the completed forms to CRF@TDEM.texas.gov
Application Process – Downloading the Forms

• Navigate to tdem.texas.gov/crf
Downloading Direct Deposit Form

• Click on the Direct Deposit Form button
Direct Deposit Authorization Form

- Save the form to your computer and complete the form
Downloading the Terms and Conditions

• Click on the Terms and Conditions button

Step 1.
Download and read the terms and conditions of the Coronavirus Relief Fund.

Step 2.
Download, fill out, and sign the attached CRF form.

Step 3.
Email the CRF form to CRF@TDEM.texas.gov

Click Here
Terms and Conditions Form

• Save the form to your computer and complete the form
Downloading the CRF Form

• Click on the CRF Form button

Step 1.
Download and read the terms and conditions of the Coronavirus Relief Fund.

Terms and Conditions

Step 2.
Download, fill out, and sign the attached CRF form.

CRF Form

Step 3.
Email the CRF form to CRF@TEDEM.texas.gov
CRF Form

• Save the form to your computer and complete the form

EXHIBIT B – CARES ACT CORONAVIRUS RELIEF FUND ELIGIBILITY CERTIFICATION

I, ____________________________, am the County Judge, Mayor or City Manager of ____________________________ ("County"/
"Municipality"), and I certify that:

1. I have the authority on behalf of County/Municipality to request grant payments from the State of Texas ("State") for federal funds appropriated pursuant to section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V [Mar. 27, 2020].
2. I understand that the State will rely on this certification as a material representation in making grant payments to the County/Municipality.
3. I acknowledge that County should keep records sufficient to demonstrate that the expenditure of funds it has received is in accordance with section 601(d) of the Social Security Act.
4. I acknowledge that all records and expenditures are subject to audit by the United States Department of Treasury’s Inspector General, the Texas Division of Emergency Management, and the Texas State Auditor’s Office, or designee.
5. I acknowledge that County has an affirmative obligation to identify and report any duplication of benefits. I understand that the State has an obligation and the authority to deobligate or offset any duplicated benefits.
6. I acknowledge and agree that County/Municipality shall be liable for any costs disallowed pursuant to...
Sending in the Completed Forms

Scan in the completed forms and email them to CRF@TDEM.texas.gov
Trouble Emailing the Forms?

• Use Click here to upload

Step 2.
Download, fill out, and sign the attached CRF form.

CRF Form

Step 3.
Email the CRF form to CRF@TDEM.texas.gov

Having issues emailing your PDF application?
Click here to upload
Uploading Instead of Email

- You will be presented with a screen you can use to upload your files to TDEM

Drag or click to add your files here

Enter the name of your entity here
Request for Assistance

- Request for Assistance will be initiated by the local government’s submission of the completed and signed forms

- Instructions, forms, and answers to frequently asked questions can be found at https://tdem.texas.gov/crf/
Allocation Sheet

Funding allocation amounts can be viewed at [https://tdem.texas.gov/crf/](https://tdem.texas.gov/crf/). Scroll down and use this link to see the most current allocation sheet.
Funding Disbursement in GMS
Initial Funding

Initial 20% is disbursed immediately as an advance of funds through GMS when the application is approved.

Payment will be by direct deposit.

Reminder: the 20% allocation amount is shown on the allocation sheet available at https://tdem.texas.gov/crf/
Remaining Funding

Additional funding is initiated after the Applicant has submitted the documentation in GMS to show how 20% advance was spent.

Then the remaining 80% funding is disbursed using the Request for Reimbursement (RFR) process in GMS.

This process will require the Applicant to submit documentation to substantiate expenditures before more funding is processed.

TDEM will review the submitted documentation and work with the subrecipient to resolve any issues and payments will be processed through GMS.
Required Categories of Expenditure

The Grant Terms and Conditions specify that each applicant will spend 75% of its allotment in the categories of:

- medical expenses
- public health expenses
- payroll expenses for employees substantially dedicated to mitigating or responding to the public emergency.

The remainder of the allotment may be spent in any of the categories provided within the Treasury guidance.
Information and Resource Locations
Resources

The following informational documents are available at: https://home.treasury.gov/policy-issues/cares/state-and-local-governments

- Data sources and the distribution methodology for units of local government.
- Listing of eligible units of local government.
- Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments
- Coronavirus Relief Fund Frequently Asked Questions
The following informational documents are available at:
https://home.treasury.gov/policy-issues/cares/state-and-local-governments

- Guidance on Treatment of Alaska Native Corporations
- Coronavirus Relief Fund Tribal Allocation Methodology
- Payments to States and Eligible Units of Local Government
- Tribal Employment and Expenditure Submission Instructions
Resource Website

TDEM Coronavirus Relief Fund (CRF) Website
https://tdem.texas.gov/crf/

This site includes:
• Information for funds recipients
• Downloadable forms
• Instructions for submission of completed forms
• A link to the TDEM upload portal for entities who have trouble emailing in the forms
Links

Texas Grants Management System (GMS) Webpage
https://grants.tdem.texas.gov/

U.S. Treasury CARES Act Page for State and Local Governments
https://home.treasury.gov/policy-issues/cares/state-and-local-governments

TDEM Coronavirus Relief Fund (CRF) Website
https://tdem.texas.gov/crf/
Reminders

• CRF funds are only for unbudgeted COVID-19 expenses incurred and expended March 1 – December 30, 2020
• Funding and documentation will be handled using the Texas Grants Management System (GMS)
• Applicants apply by submitting their signed Direct Deposit, Terms and Conditions, and CRF forms at tdem.texas.gov/crf
Reminders

- 20% funding will be disbursed after application
- Remaining funding will be disbursed after cost document submission and a request for reimbursement in GMS
- Allocation amounts can be found on the allocation sheet at tdem.texas.gov/crf
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