



October 2, 2020

Dear Colleagues:

Subject: 2020 Coronavirus Relief Fund – Action Required

On May 11, 2020, the state of Texas made an allocation from the Coronavirus Relief Fund (CRF) available to your jurisdiction. These funds come with a strict expenditure timeline and must be used for COVID-19-related costs incurred by December 30, 2020.

In order to ensure that Coronavirus Relief Funds (CRF) will be utilized, after four months of open distribution, jurisdictions provided with CRF funds through TDEM must certify and submit completed CRF Terms and Conditions by 5:00 on Friday, October 16, 2020, if you have not done so already. CRF Terms and Conditions along with CRF program information can be found at [www.tdem.texas.gov/crf](http://www.tdem.texas.gov/crf). Additionally, if your jurisdiction has not exhausted its specific allocation (including advances received), you must submit a plan detailing proposed expenditures on the form provided, by November 13, 2020. Finally, all documentation for reimbursement must be submitted to TDEM by December 15, 2020.

This entails that:

1. No new certifications (submission of CRF Terms and Conditions) for funding will be accepted after the October 16, 2020 deadline.
2. Requests for funding beyond the first 20 percent advance will not be accepted after the November 13, 2020 deadline unless a categorized spending plan has been provided prior to the deadline.
3. Each jurisdiction will need to initiate or continue the process of providing documentation to support the initial 20 percent payment and any additional funds that were received.
4. If distributed funds are unused or if documentation is not provided to support the distribution of funds, those funds must be returned to the state. Specific instructions will be provided in a follow-up letter to applicable jurisdictions.

If you have received a CRF distribution, you will receive a letter over the next several days with detailed information.

If you have any questions, please contact your TDEM Regional Recovery and Mitigation Unit Chief.

Thank you,

A handwritten signature in black ink, appearing to read "W. Nim Kidd". The signature is fluid and cursive, with a large loop at the end.

W. Nim Kidd, MPA, CEM®  
Chief – Texas Division of Emergency Management  
Vice Chancellor for Disaster and Emergency Services  
The Texas A&M University System

Attachment:

1. CRF Spending Plan Form

# CRF Spending Plan Form

**Must be received by November 13, 2020**

Jurisdiction Name: \_\_\_\_\_

Jurisdiction Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**Directions:**

Identify anticipated costs in each of the applicable categories below. 75% of total expenditures must be in Categories 1, 2, and 3. For further information on the CRF program including eligible costs, please view the TDEM CRF Webpage at [www.tdem.texas/crf](http://www.tdem.texas/crf)

Category 1: Medical Expenses		
Item Description	Expenditure Amount	Notes
Total Expenditure Category 1		

Category 2: Public Health Expenses		
Item Description	Expenditure Amount	Notes
Total Expenditure Category 2		

Category 3: Payroll Expenses		
Item Description	Expenditure Amount	Notes
Total Expenditure Category 3		

<b>Category 4: Expenses of Actions that Facilitate Compliance with COVID-19 Public Health Measures</b>		
<b>Item Description</b>	<b>Expenditure Amount</b>	<b>Notes</b>
<b>Total Expenditure Category 4</b>		

<b>Category 5: Expenses Associated with the Provision of Economic Support in Connection with the COVID-19 Public Health Emergency.</b>		
<b>Item Description</b>	<b>Expenditure Amount</b>	<b>Notes</b>
<b>Total Expenditure Category 5</b>		

<b>Category 6: Any Other COVID-19 Related Expenses Reasonably Necessary to the Function of Government that Satisfy the Fund's Eligibility Criteria</b>		
<b>Item Description</b>	<b>Expenditure Amount</b>	<b>Notes</b>
<b>Total Expenditure Category 6</b>		

Total of all expenditures (all categories combined): \_\_\_\_\_

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

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