



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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**\* REVISED \***

April 20, 2020

**TO:** Agency Directors  
Statewide Elected Officials  
Presidents of Higher Education Institutions

**FROM:** David Schumacher  
Director

**SUBJECT: REQUESTING FEDERAL FUNDS FOR COVID-19 ACTIVITIES**

The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act was recently enacted to address the public health and economic impacts of the COVID-19 pandemic. The act consists of many [funding categories](#), including a relief fund for state, local and tribal governments. In the next week, we expect to receive the full state allocation from this relief fund that will be managed by the Office of Financial Management.

The CARES Act requires the Coronavirus Relief Fund appropriation to be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency related to COVID-19;
2. were not accounted for in the **state** budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

To request funding from the relief fund or other federal funds for expenses meeting these criteria, send a memo to me to [OFM Budget](#) with a copy to your [budget analyst and SBA](#) and [Nona Snell, Assistant Director](#). The first review will occur in mid-May and then periodically through December, if funds are available. Each memo must include one request (or related groups of requests) and provide the following information:

- a. Issue or problem to be addressed
- b. Proposed solution, including the costs and whether the costs are avoidable or optional
- c. Eligibility for FEMA Public Assistance Program funding, if known
- d. Impact of the solution and how it solves the problem or issue
- e. Potential consequences if relief funding is not approved
- f. Why this cannot be accomplished with existing resources
- g. Alternatives explored, including whether another agency or jurisdiction can provide this service
- h. Any statutory waivers needed
- i. Implementation plan
- j. If the action or purchase has already been approved, describe how, when, and by whom
- k. If approved, how much has already been spent and from what source(s).

On March 31, I sent a [memorandum](#) about spending within agency appropriations and how to request funds from the Disaster Response Account. We will review funding requests for COVID-19 activities for possible allocation from the DRA, Coronavirus Relief Fund, or FEMA Public Assistance Program. Finally, remember that agencies must track all COVID-19 expenditures made (see [OFM Statewide Accounting memo](#)).

Thank you for your efforts to respond to the needs of Washingtonians during this challenging time.