



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

December 18, 2020

Lisa Brown, Director  
Department of Commerce  
P.O. Box 42525  
Olympia, WA 98504-2525

Dear Director Brown:

On August 17, 2020, I allocated \$3,000,000 from General Fund-Federal (Coronavirus Relief Funds) to the Department of Commerce (UAR #0092). The purpose of this allocation was to fund the Washington COVID-19 Food Production Paid Leave Program to offer temporary financial protection to our state's food production system by providing up to 80 hours of paid sick leave when an employee who works for an employer with 500 or more employees is quarantined and/or experiencing symptoms of COVID-19.

Your budget office indicated that \$2,000,000 is no longer needed to accomplish this purpose. I hereby reduce this allocation to \$1,000,000.

According to guidance issued by the federal government on the use of Coronavirus Relief Funds, for a cost to be considered to have been incurred, the performance or delivery must take place by December 30, 2020, but payment can occur up to 90 days afterwards.

Using expenditure authority code 7Z0 for General Fund-Federal (Coronavirus Relief Funds), please submit the required allotment amendment packet to OFM using the "Operating Allocation" packet type.

If you have any questions, please contact OFM Budget Operations at (360) 902-0555 or [budget.operations@ofm.wa.gov](mailto:budget.operations@ofm.wa.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "D. Schumacher".

David Schumacher  
Director

cc: Charlie Gavigan, Staff Coordinator, House Appropriations Committee  
Michael Bezanson, Staff Coordinator, Senate Ways and Means Committee  
Nona Snell, Assistant Director for Budget, Office of Financial Management  
Cheri Keller, Senior Budget Assistant, Office of Financial Management  
Martin McMurry, Chief Financial Officer, Department of Commerce